



University of Louisville

Speed School Student Council

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Bylaws

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Article I. Council Obligations

Section 1.01 Organize the following projects (not limited to) for the Engineering Student Body:

- A. Engineering Exposition
- B. Engineers' Ball
- C. *TheSpeedBook.com*
- D. Society Picnic
- E. Mentoring Program
- F. Service Coalition Program
- G. Open forums with the council and/or Faculty/Administration

Article II. Meetings

1. Meetings shall be held at least once every two weeks upon a day to be decided by the President. Notice shall be given via email at least 48 hours prior to meetings.
2. Attendance shall be taken at all general body meetings, except by recommendation otherwise by the President.

Article III. Constitutional Revision

Constitutional Revision shall begin by the request of the President and/or Operations Vice President.

Article IV. Speed School Societies

1. Requirements
 - a. A non-social student organization recognized by the J.B. Speed School of Engineering and oriented toward engineering with a minimum of five (5) members of which at least two-thirds of the recognized student organization must be from the Engineering Student Body.
 - b. Submission of documentation by the organization of its student-oriented activities separate from the Speed School Student Council.
 - c. An eighty (80) percent attendance at Speed School Student Council meetings for one (1) J.B. Speed School of Engineering term as a non-voting member. The organization must express interest in becoming a Speed School Society prior to admittance.
 - d. The representative of the recognized student organization to the Speed School Student Council must be from the Engineering Student Body.
2. Upon fulfillment of the above requirements, a petition to become a voting member may be submitted to the Speed School Student Council. A two-week period will be provided from the date of the petition for the Speed School Student Council to review all information presented. At the end of the two-week period, the general body Speed School Student Council will vote on the petition.

3. If a recognized student organization's petition fails, the organization must wait one (1) J.B. Speed School of Engineering term before submitting another petition.
4. Once an organization becomes a Speed School Society, the organization must adhere to Article V as a member of the Speed School Student Council.

Article V. Membership

1. Requirements for membership (voting and non-voting)
 - a. In order to be eligible for membership on the Speed School Student Council, a student must be enrolled as a J.B. Speed School of Engineering student and shall meet all recognized student organization guidelines for membership.
 - b. Voting members shall not miss more than three general meetings during their term without an excuse satisfactory to the Executive Officers of Speed School Student Council or without a proxy approved by a majority of the Executive Officers of the Speed School Student Council.
 - c. Class Representatives & Members at Large are responsible for:
 - i. Actively serving on one or more committees of the Speed School Student Council
 - ii. Participating in all major events of the Speed School Student Council.
 - d. Each member shall be an elected representative of only one group. Voting representatives that are elected Officers or society representatives must choose which office to hold, for they may only vote once.
2. Proxies
 - a. Designated by the holder of the position
 - b. Shall abide by the following regulations:
 - i. For class representatives, they must be of the same year as the class representative for which they are a proxy.
 - ii. For Executive Officers, they must be approved by the President.
3. Consequences

Failure to uphold the requirements to maintain the status of being a recognized member of Speed School Student Council shall result in probation and membership review with the possibility of disciplinary action, which will be decided by the Executive Officers of the Speed School Student Council. Disciplinary action may include loss of suffrage and eventual expulsion of the offending member from the Speed School Student Council.

Article VI. Elections

1. The class representative(s) shall be elected during the first two meetings of each semester.

2. Class representative terms shall be defined as the time period from the date the representative is elected to the end of the Speed School academic year.
3. The eighteen candidates receiving the most votes will be elected the representatives of the class.
4. Society representatives shall take office as they are chosen by the societies.
5. All positions which shall serve as Student Government Association Senators shall be chosen through a Primary Election process detailed in Section 3 of Article VII of these bylaws.
6. All other positions not included in the above section 5 shall be elected after the online General Election during General Body meetings of the Speed School Student Council to be voted on by all voting members.
7. Candidates in any election may speak on their own behalf or by proxy of their qualifications and/or goals for the position.
 - a. Presidential candidates will have three (3) minutes for a speech, two (2) minutes for questions, two (2) minutes for individual discussion once the candidate has left the room, and three (3) minutes for joint discussion of all candidates once they have left the room.
 - b. Executive Officer candidates will have two (2) minutes for a speech, one (1) minute for questions, one (1) minute for individual discussion once the candidate has left the room, and two (2) minutes for joint discussion of all candidates once they have left the room.
 - c. The guidelines in this section as well as specific times for any other type of election may be decided by the President and/or Operations Vice President.
8. Each student shall cast only one ballot and must be academically enrolled in a class to vote for that class' representatives. In order for a ballot to be made valid, the number of votes per ballot may not exceed the number of offices available, with no candidate receiving more than one vote per ballot.
9. The Speed School Student Council general body will vote to break all ties.

Article VII. Voting Procedures

1. In all scenarios as to where a vote conducted by secret ballot, the following procedures will take place.
 - a. Each person represented on the ballot will have opportunity to speak for themselves or by proxy as described in these Bylaws.
 - b. At least three (3) electronic polling stations will be set up and each controlled by an Executive Officer.
 - c. Each voting representative shall vote electronically at the polling station that holds a voter signature sheet representative of their position, which they will sign.
 - i. If a proxy is present for a voting representative they must sign and print their own name.
 - ii. Voters may be required to provide photo identification.

- iii. If multiple elections occur during the same meeting, one signature sheet for each election must be signed.
2. If it is impossible to have electronic polling, paper ballots may be used. Signature sheets are still required.
3. For positions which are representatives on the Student Government Association Senate shall be chosen through a Primary Process.
 - a. The Primary Process will follow all Election and Voting Procedures defined in these bylaws.
 - b. The final two candidates or one candidate if running unopposed shall be included in an online ballot to be voted on by the Engineering Student Body.
 - c. Any candidate who does not get elected in the online election may run for any position which is not selected during the primary process and for which they are eligible.

Article VIII. Officers

1. The Officer board of the Speed School Student Council shall consists of the [in order of seniority] Executive Officers and Directors of the Speed School Student Council.
2. The Executive Officer positions of the Speed School Student Council shall be [in order of seniority] President, Executive Vice President, Operations Vice President, and Services Vice President.
3. The Director positions of the Speed School Student Council shall be [in order of seniority] Director of Finance, Director of Public Relations, Director of Society Relations, Director of Student Activities, Director of Student Success, Director of Community Relations, Director of Council Infrastructure, and Freshmen Council President.
4. The Executive Officer and Director positions shall be filled by election of the Speed School Student Council no later than two weeks before Engineers' Ball in the spring semester, and shall take office at Engineers' Ball until the end of that term.
 - a. If Engineers' Ball should not occur during that semester, or go unobserved by the J.B. Speed School of Engineering, elections of Executive Officers shall be held during February.
 - b. One term shall be defined as the time period from one Engineers' Ball to the next. If Engineers' Ball does not occur that semester, or go unobserved by the J.B. Speed School of Engineering, then installations and terms shall take effect the last scheduled general body meeting in March.

Article IX. Officer Requirements

1. The Requirements for President
 - a. Candidate must have been accepted and currently enrolled in a J.B. Speed School of Engineering department.

- b. Candidate must currently have a cumulative GPA equal to or greater than 2.7/4.0.
 - c. Candidate must have satisfied at least two of the cooperative education internships and not be on co-op during the spring or fall semesters during their term.
 - d. Must have served at least one term as an Executive Officer and/or Director of the Speed School Student Council.
 - e. Candidate must be available during the fall and spring semesters to attend SGA Senate and Executive Board Meetings.
2. Requirements for Executive Vice President
- a. Candidate must have been accepted and currently enrolled in a degree granting J.B. Speed School of Engineering department.
 - b. Candidate must currently have a cumulative GPA equal to or greater than 2.7/4.0.
 - c. Candidate cannot be on co-op during the Spring Semester during their term.
 - d. Candidate must have at least experienced one Engineering Exposition as a member of council.
 - e. Candidate must be available during the fall and spring semesters to attend SGA Senate and Executive Board Meetings.
3. In the event that an officer of the Speed School Student Council should be unable or unwilling to serve, an alternate, meeting the qualifications for that office, will be nominated by the Executive Officers and installed upon approval of two-thirds majority of the general body Speed School Student Council.
4. For the purposes of election, Officer Requirements as they relate to satisfying "cooperative education internships" may be suspended by three-fourths majority approval of the general body Speed School Student Council or four-fifths majority approval of the Executive Officers of Speed School Student Council.

Article X. Duties of Officers

1. The President shall:
 - a. Promote the mission of the Speed School Student Council.
 - b. Administer the policies, procedures, and programs of the Speed School Student Council as established by the General Body.
 - c. Preside at all meetings and shall be the Executive Officer of the Speed School Student Council.
 - d. Conduct the election of the Executive Officers.
 - e. Be an ex-officio member of all Speed School Student Council committees and Administrative Policies and Procedures.
 - f. Maintain effective communication between the Speed School Student Council and Speed School Administration and Faculty.
 - g. Assist in the coordination of the student activities and Speed School Student Council operations and services.

- h. Upon request shall prepare a monthly report to be distributed to the Deans, Department Chairs, SGA Senate, Speed School Student Council, and be made available in some form to the student population detailing the Speed School Student Council's activities for the month.
- i. Appoint Members to fill positions on Speed School Standing Committees.
- j. Conduct the first Freshmen Council meeting each fall.
- k. Act as an administrator of all social media accounts.
- l. Act as the liaison between the Speed School Student Council and the Dean's Office of the J.B. Speed School of Engineering.
- m. Perform other duties as necessary to ensure the success of the Speed School Student Council.
- n. Serve as a Student Government Association Senator.

2. The Executive Vice President (EVP) shall:

- a. Coordinate Engineering Exposition.
- b. Assume the Presidency when the President is unable or unwilling to serve.
- c. Oversee the work of and sit on any committees of the Director of Corporate and Alumni Relations.
- d. Establish and maintain a committee of the Executive Vice President and others as they see fit.
- e. Serve as a Student Government Association Senator.
- f. Shall report to the President.

3. The Operations Vice President (OVP) shall:

- a. Keep all Speed School Student Council records other than financial.
- b. Ensure the preparation and distribution of minutes for all Speed School Student Council meetings.
- c. Coordinate and approve all correspondence for the Speed School Student Council.
- d. Conduct all Speed School Student Council elections other than for Executive Officers.
- e. Be the authority on parliamentary procedure.
- f. Maintain accurate and up-to-date copies of the Constitution and Bylaws, available upon request, in the Speed School Student Council files.
- g. Be chairperson of the Constitutional Revision Committee.
- h. Maintain all web domains owned by the Speed School Student Council.
- i. Oversee the work of and sit on any committees of the Director of Finance, Director of Public Relations, and the Director of Council Infrastructure.
- j. Establish and maintain any committees of the Operations Vice President as they see fit.
- k. Serve as Student Government Association Senator.
- l. Shall report to the President.

4. The Services Vice President (SVP) shall:

- a. Facilitate one community outreach/service event each semester.
- b. Coordinate the SSSC Service Coalition program, maintaining a positive community brand.
- c. Coordinate judging for E-Expo research competitions.
- d. Actively pursue and relate scholarship opportunities for the Engineering Student Body.

- e. Serve as chairperson of the W.S. Speed Award committee.
- f. Serve as a liaison between the Speed School Student Council and the Speed School Career Development Office.
- g. Act as a liaison between the Speed School Student Council and the Speed School Admissions Office.
- h. Work closely with the Office of Student Success to screen SSSC outreach efforts.
- i. Oversee the work of and sit on any committees of the Director of Society Relations, Director of Student Activities, and the Director of Student Success.
- j. Establish and maintain any committees of the Services Vice President as they see fit.
- k. Shall report to the president.

1. The Director of Finance (DoF) shall:

- a. Keep an exact record of all Speed School Student Council funds.
- b. Be the dispersing agent of the Speed School Student Council.
- c. Upon request, prepare a written financial report.
- d. Compose the annual budget.
- e. Represent Speed School Student Council on the J.B. Speed School of Engineering Office of Student Success budget committee.
- f. Shall sit on any committees established by the Operations Vice President.
- g. Serve as a Student Government Association senator.
- h. Shall report to the Operations Vice President.

2. The Director of Public Relations (DoPR) shall:

- a. Coordinate advertising of all events and activities of the Speed School Student Council.
- b. Act as the council historian.
- c. Maintain branding standards of the Speed School Student Council.
- d. Act as an administrator of all social media accounts. Maintain all websites owned by the Speed School Student Council.
- e. Act as a liaison with the J.B. Speed School of Engineering Office of Communications and/or the University of Louisville Office of Communications.
- f. Ensure photographs of SSSC events are taken.
- g. Shall sit on any committees established by the Operations Vice President.
- h. Shall report to the Operations Vice President.

3. The Director of Society Relations (DoSR) shall:

- a. Act as the liaison between the Speed School Student Council and J.B. Speed School of Engineering societies.
 - i. Maintain up to date calendar of upcoming Society and Speed School Student Council meetings and events.
 - ii. Coordinate with societies for Society Competitions for Engineering Exposition.
 - iii. Host an annual society retreat to take place at the beginning of each spring semester.

- b. Coordinate at large society events including, but not limited to, Society Picnic, E-Week, and intersociety events
 - c. Host an annual picnic to take place at the beginning of each fall semester.
 - d. Assist in the coordination of recruiting events with the J.B. Speed School of Engineering Admission Office
 - e. Nominate the Speed School Student Council co-coordinator of Leadership Advantage to be approved by the General Body.
 - f. Shall sit on any committees established by the Services Vice President.
 - g. Shall report to the Services Vice President.
4. The Director of Student Activities (DoSAc) shall:
- a. Coordinate social activities for the Engineering Student Body.
 - b. These activities shall include but are not limited to
 - i. Engineers' Ball
 - ii. Student Council Engineering Exposition Exhibits
 - iii. Engineers' Week
 - iv. Council Retreats
 - c. Ensure the success of all events hosted by the Speed School Student Council.
 - d. Shall report to and sit on any committees established by the Services Vice President.
 - e. Shall report to the Services Vice President.
5. The Director of Student Success (DoSS) shall:
- a. Promote the general welfare of the Engineering Student Body by addressing issues concerning the Student Body of the J.B. Speed School of Engineering, such as parking or new degree requirements.
 - b. Schedule regular (at least 2 per semester) forums with the Engineering Student Body, the Speed School Student Council, and Faculty/Administrative representatives.
 - a. Sponsor Final Exam Post and Study Jams.
 - b. Coordinate and maintain "SSSC cares" programming.
 - c. These programs shall include but are not limited to
 - i. Cooking Classes
 - ii. Mindfulness and Meditation Courses
 - iii. Yoga Classes
 - iv. Massage Scheduling
 - d. Act as the liaison between the Speed School Student Council and the J.B. Speed School of Engineering Office of Student Success.
 - e. Act as the liaison between the Speed School Student Council and the University of Louisville Health Services Office.
 - f. Shall sit on any committees established by the Services Vice President.
 - g. Shall report to the Services Vice President.
5. The Director of Community Relations (DoCR) shall:
- a. Be an ex-officio member of the J.B. Speed School of Engineering Alumni Board.
 - b. Establish and maintain links to businesses and industries in the community, especially those with Speed School Alumni contacts.

- c. Hold regular meetings with the University of Louisville Development Office to pursue possible sponsorships and donations.
 - d. Coordinate at least one student forum per academic year with a corporate or alumni representative.
 - e. Administer the Speed School Student Council Mentoring Program.
 - f. Shall sit on any committees established by the Executive Vice President.
 - g. Shall report to the Executive Vice President.
6. The Director of Council Infrastructure (DoCI) shall:
- a. Maintain the cleanliness and presentation of the Council office, The Council Market, the “SSSC cares” kiosk, and any other space under jurisdiction of the Speed School Student Council.
 - b. Maintain all items and inventory in The Council Market.
 - c. Oversee the distribution and maintenance of door codes for access to SSSC office.
 - d. Coordinate the ordering, sale, and inventory of Speed School Student Council clothing.
 - e. Reserve all meeting rooms and event locations for the Speed School Student Council Executive Officers, Directors, Freshmen Council, and Societies.
 - f. Serve on at least one standing J.B. Speed School of Engineering committee, as appointed by the Speed School Student Council President.
 - g. Serve as the Speed School Student Council representative at all Architect meetings for the renovation of the J.B. Speed School of Engineering.
 - h. Maintain the rules and publicity of the council office.
 - i. Actively pursue and maintain student resources and designated spaces on the campus of the J.B. Speed School of Engineering.
 - j. Serve as a Student Government Association Senator.
 - k. Shall sit on any committees established by the Operations Vice President.
 - l. Shall report to the Operations Vice President.
7. The Freshmen Council President shall:
- a. Ensure at least one event produced by the Freshmen Council takes place each semester.
 - b. Relay concerns of first year students to the SSSC so that they may be addressed appropriately.
 - c. Oversee the work of the Freshmen Council.
 - d. Shall report to the President.