

**CONSTITUTION OF THE NORTHEASTERN UNIVERSITY
CIVIL ENGINEERING ALUMNI ORGANIZATION (NUCEAO)**

ARTICLE I

Name

The name of this organization shall be the Northeastern University Civil Engineering Alumni Organization, hereinafter referred to as the Organization.

ARTICLE II

Purpose

The purpose of the Organization shall be to support civil engineering students and the Department of Civil and Environmental Engineering by establishing a mutually beneficial relationship between the Northeastern University community and applicable alumni.

The Organization is dedicated to:

- Maintaining and enhancing the relationship between the Department of Civil and Environmental Engineering alumni and the university community by participating in engagement opportunities;
- Supporting the planning of alumni engagement opportunities aimed to connect stakeholders;
- Providing a range of support for current students through professional, technical, and financial assistance;
- Supporting philanthropic efforts of the university;
- Maintaining and recruiting new alumni with an established and robust alumni network for personal and professional opportunities.

ARTICLE III

Amendments

The Constitution of the Organization may be amended by a two-thirds vote of the Board, providing that the proposed amendment shall have been stated in writing thirty days in advance.

ARTICLE IV

Membership

Section I

Classification. There shall be two categories of members, Northeastern Civil and Environmental Engineering Alumni, and the Board. NUCEAO is open to all alumni, faculty, and administrative staff of the Northeastern Civil and Environmental Engineering program. Any question of eligibility for membership shall be determined by the Board.

Section II

Joining the Board. Any individual who meets the membership criteria established in Section I and wishes to serve on the Board may express their interest in joining the Board by submitting an email to the Organization or by completing an interest form distributed by the Organization. Interest forms may be distributed at Organization events, such as the Annual Alumni Dinner.

Upon receiving an expression of interest, the Executive Committee shall conduct an interview with the prospective Board member. Following the interview, the Executive Committee shall vote on the prospective Board member's appointment to the Board. A simple majority of the Executive Committee members present and voting shall be

required for approval.

Upon approval by the Executive Committee, the prospective Board member shall be appointed to the Board.

ARTICLE V

Governance

Section I

Board Structure. There shall be a Board which consists of the following list of voting members who are duly elected, or appointed, which vote on all matters requiring Board approval and are to be counted toward quorum.

- The Officers of the Organization;
- The President Emerita of the Organization;
- In addition to the Officers of the Organization, the President shall appoint no fewer than six and no more than ten members of the Organization who are not Officers to serve on the Board;
- The Chair of the Department of Civil and Environmental Engineering; and
- A Department Liaison from the Department of Civil and Environmental Engineering, appointed by the Department Chair, and such additional departmental representatives as may be invited by the Board in an advisory, non-voting capacity, with approval by the Department Chair

Liaisons and Institutional Representatives. There shall be group of Liaisons and Institutional Representatives which consists of the following list of non-voting members who participate in Board discussions and provide subject matter input to help support the Purpose of the Organization.

- A designated representative from the Office of Alumni Relations;
- Any Department of Civil and Environmental Engineering representative serving in an advisory capacity; and
- A member of the Northeastern University American Society of Civil Engineers Student Chapter, appointed by the Department Chair.

Section II

Responsibilities. The Board shall be responsible for the affairs of the Organization. It shall have power to fill vacancies within the Board of the Organization. The Board should have at least one in-person meeting and shall meet, in-person or virtually, quarterly or as decided upon at the discretion of the President. All members of the Board are required to attend all monthly Board meetings, unless they have received approval from the President or another Officer for excusal. Members are allowed to be absent from monthly Board meetings if they have been excused by the President or an Officer of the Board. Any absence not approved in advance shall be considered an unexcused absence. A Board member may incur no more than two unexcused absences during any Fiscal Year. Any Board member who exceeds this limit may be removed by a majority vote of the Board.

Section III

Officers. The Officers of the Organization shall be: President, Vice-President, Treasurer, and Secretary.

Section IV

President Powers and Duties. The President shall implement or monitor implementation of all, decisions by the Board, preside at all meetings of the Board and shall otherwise act as chief executive and operating officer of the Organization. The President shall promote and coordinate all work of the Organization and Board except as otherwise provided herein. The President shall appoint all committees that are deemed necessary. The President of the Organization shall develop a program summarizing action items to achieve the purpose set forth herein. In the case of a vacancy of the office of President, an election shall be called by the President Emeritus or another Officer if needed.

Section V

Vice President Powers and Duties. The Vice President shall have such powers and duties as may be assigned by the Board. In the absence of the President, the Vice President shall perform the duties of the President.

Section VI

Secretary Powers and Duties. The Secretary shall promote communication among the Board via contact with President and Vice President prior to each Board meeting and other actions deemed appropriate to support the full and active function of Board committees. The Secretary shall keep a record of all the proceedings of the Organization and the Board. It is the secretary's responsibility to keep all files in a centralized location for all Board members. Additionally, the Secretary shall be responsible for working with the university to notify appropriate members of scheduled meetings and other events of the Organization.

Section VII

Treasurer. The Treasurer shall be responsible for obtaining the financial records of the Organization, ideally including all receipts, expenditures, account balances, and other financial transactions from the Department of Civil and Environmental Engineering Chair within reason. The Treasurer shall provide financial information to the Board upon request and shall perform such other duties as may be assigned by the Board or the President. At the conclusion of each fiscal year, and at the Annual Alumni Dinner in the Spring, the Treasurer shall prepare and present an annual financial report to the Board summarizing the Organization's receipts, expenditures, account balances, and budgeted amounts for the fiscal year. A copy of the report shall be provided to each Board member prior to the final Board meeting of the fiscal year.

Section VIII

President Emeritus. The outgoing President shall, at the pleasure of the President and Board, continue to serve on the Board in a facilitating and advisory capacity for up to two years to ensure the continuity of initiatives not completed during the term of any President and to otherwise fulfill the mission of the Organization. After the President Emeritus term concludes, the former President Emeritus is eligible for a Board position by appointment as a member in accordance with Article V, Section I.

Section IX

Removal. Any Officer of the Organization, or appointed Board member, may be removed from the Board by a majority vote of the voting members of the Board whenever such removal is determined to be in the best interests of the Organization and its mission. The affected Board member shall be notified in writing of the Board's decision by an Officer of the Organization.

ARTICLE VI

Meetings

An annual meeting of the Organization shall be held at a time and place fixed by the Board of the Organization. This meeting is for the purpose of providing opportunity to make announcements, giving special recognition for member accomplishments, and transacting such other business as may properly come before the meeting. Other meetings may be called at any time by the President or a majority of the Board.

ARTICLE VII

Organization Fiscal Year

The Organization fiscal year shall commence on July 1st and shall end on June 30th.

ARTICLE VIII

Elections

The Officers of the Organization shall be chosen annually each spring in an in-person or virtual meeting. The Officers shall be nominated by any member of the Board and shall be elected by the Board by majority. The Officers need not have prior service on the Board. All Officers shall hold office for one year, beginning at the start of the next fiscal year, unless such terms are extended by majority vote of the Board. Officers may be elected for up to three consecutive terms. Any vacancy occurring in any office shall be filled by the Board.

ARTICLE IX

Not-For-Profit-Organization

This Organization shall operate as a not-for-profit-organization. The Organization shall use its funds only to accomplish its purpose and no part of said funds shall inure to the benefit of any member of the Organization.

ARTICLE X

Quorum

A quorum to amend the constitution shall consist of two-thirds of the Board. For business other than amending the constitution, a quorum shall consist of a simple majority of the Board.

ARTICLE XI

Robert's Rules

For all matters not specifically covered in the foregoing, *Robert's Rules of Order* shall govern.

