

BYLAWS OF THE BENTON ENGINEERING COUNCIL At the University of Florida
(Revised July 2018)

ARTICLE I. NAME OF THE ORGANIZATION The name of this organization shall be the “Benton Engineering Council” and shall hereafter be referred to in the BEC Bylaws by the letter designation “BEC.”

ARTICLE II. MEETINGS SECTION 1: First Meeting of Each Semester This meeting will establish the methods of parliamentary procedure that will govern all BEC meetings.

SECTION 2: Regular Meetings Regular meetings of the general assembly of the BEC shall be held during regular semester sessions. All meetings shall be held at a time and place designated by the Vice President of Communications.

SECTION 3: Special Meetings The president shall call special meetings of BEC for the specific purpose of transacting business, which cannot await action at a regular meeting, or upon written request of one-fifth of the representatives of BEC.

SECTION 4: Meetings of Constituent Organizations Constituent organizations are discouraged from holding regularly scheduled meetings at the same time as regularly scheduled meetings of the general assembly of the BEC.

SECTION 5: Meetings of Constituent Organization Presidents Newly elected Presidents and BEC Reps of constituent organizations will be required to meet as a group with the BEC executive board in a president’s retreat. The Fall/Spring President’s retreat shall occur before the third meeting of the semester.

ARTICLE III. GOVERNMENT (VOTING) SECTION 1: Vote of Representatives Each of the voting representatives shall have one vote in each transaction of business. In the event that the voting representative is absent, the alternate (as described in Article III Section 3 of the Bylaws) shall have that representative’s vote. In the event a clear majority is not reached, a run-off voting shall take place at the discretion of the presiding officer.

SECTION 2: Quorum of Representatives A quorum of the voting representatives of the BEC shall be necessary for the transaction of any business of the BEC unless otherwise provided in the Constitution and Bylaws. A quorum shall be defined as a majority of the listed voting representatives prior to the start of the meeting.

SECTION 3: Alternates for Representatives Each alternate will act as a replacement for the representative of the respective society. The President of each society shall serve as an alternate if none has been designated. Alternates must notify the BEC Secretary 15 minutes prior to the start of the meeting.

SECTION 4: Vote of the President The president shall have no vote in any general meeting of the BEC, except in the case of a tie vote. In this case, the president or presiding officer shall be entitled to one vote.

SECTION 5: Endorsement of Political Parties The BEC shall not endorse or condone any political party slate in any election process on the University of Florida campus, state, or national government.

ARTICLE IV. BEC ATTENDANCE SECTION 1: Attendance by Representatives The representatives are responsible to attend all BEC meetings that are announced. In addition, representatives are responsible to attend all announced meetings for committees on which these representatives serve. If the representative is unable to attend any of these meetings, a designated alternate must attend for the representative. See Article III Section 3: Alternates for Representatives.

SECTION 2: Penalty for Non-attendance: Non-attendance has two portions: meetings of the general body and committee meetings. For general meetings, non-attendance shall be defined as absence from more than two general body meetings per semester. For committee meetings, non-attendance will be at the discretion of the committee chair which will be set at the first meeting of each committee. In the event that a member has foreknowledge of the inability to attend a meeting, the society of the member shall be asked to submit a replacement, subject to Constitutional provisions. See Article III Section 3: Alternates for Representatives.

SECTION 3: Notification of Nonattendance The society of any representative who does not attend a meeting will receive a letter or email regarding that nonattendance. The letter or email will be sent to the responsible society's president and representative.

ARTICLE V. REQUEST FOR FUNDS SECTION 1: Fiscal Calendar A fiscal year shall be defined from July 1 to June 30 as defined by Student Government.

SECTION 2: Funding Request Requirements Any society or organization that desires to receive funding must meet Student Government qualifications and must be represented at BEC meetings. Societies or organizations must also submit a projected budget for the upcoming fiscal year to the BEC Treasurer before the designated deadline in order to be eligible for funding in the upcoming fiscal year. The BEC Treasurer shall announce the budget submission deadline at least three weeks in advance.

ARTICLE VI. REPRESENTATIVES OF THE BEC SECTION 1: Qualifications of BEC representatives

All BEC representatives must meet the qualifications for elected or appointed officials in student organizations as outlined in the University of Florida's Handbook for Student Organizations. An overview of these basic qualifications is as follows:

1. Be registered as a full-time student during the term of office;
2. Have a minimum 2.5 cumulative academic grade point average;
3. Be free of academic or conduct probation;
4. Be in a degree-seeking program.

All BEC representatives must also meet the following qualifications:

1. Attend every BEC Meeting
2. Join at least 1 committee
3. Participate in events hosted by the BEC
4. Report to BEC the upcoming events within your organization
5. Report to your organization the upcoming events within BEC
6. Add your organization calendar to the BEC calendar, and keep the calendar updated

SECTION 2: Duties and Responsibilities of Voting BEC Representatives

1. **To Act As Society Liaison With BEC:** Representatives of BEC shall serve as liaisons between their society and the BEC. As liaison, representatives shall keep their society posted on current business, upcoming events, and pending issues of the BEC.

2. **To Serve On BEC Committees:** Representatives of BEC shall serve on at least one committee or subcommittee of the BEC or appoint an alternate from their society or organization.

3. **To Attend BEC and BEC Committee Meetings:** Representatives of BEC must attend any and all duly announced meetings of the BEC and of their BEC committee. Any society for which a representative to BEC is either absent from more than two meetings or does not fulfill BEC committee meeting requirements as specified by the committee chairperson shall be placed on probation. The delinquent BEC representative's society shall be notified of nonattendance as specified in the BEC Bylaws.

5. **To Vote On BEC Business:** During meetings of the BEC, each voting BEC representative shall have one vote in each transaction of BEC business.

6. **Representation of their Society:** A student may only represent one society per meeting.

SECTION 3: Infractions of the BEC Constitution or Bylaws or SG statutes by BEC Reps In the event that there is evidence of infractions of the Constitution, Bylaws, or statutes of BEC or Student Government by a BEC representative (or representatives), an investigation shall be conducted by the BEC Executive Board. The BEC Executive Board shall present the findings of the investigation and its recommendations to the general council. At this time the accused representatives or societies may state a defense against the accusations or explain to the council otherwise. The council shall then decide what actions to take regarding the BEC Executive Board's findings.

SECTION 4: Disqualification of BEC Representatives Any voting BEC Representative has the right to challenge the membership of any other voting BEC representative at any time. Justification for an active representative's disqualifications shall rest solely with the inability to meet the qualifications set forth in the Constitution and Bylaws. The challenged representative shall have the right to present a defense before BEC. Disqualification from BEC shall only be by a two-third majority vote of a quorum of the voting BEC representative.

SECTION 5: Resignation of BEC Representatives In order to resign from the BEC, a member shall submit a written resignation to the BEC Executive Board and their society. The resignation shall become effective upon receipt. The society shall submit a replacement to serve the remainder of the resignee's term subject to the same rules and regulations of the original BEC representative.

ARTICLE VII. PROBATION SECTION 1: Conditions of Probation Societies will be placed on probation in accordance with guidelines set forth by the BEC Constitution and Bylaws.

If a society misses two BEC general body meetings or misses the allotted number of committee meetings, as specified by the chair of their respective committee, then the society being represented will be placed on probation

SECTION 2: Effects of Probation Any society placed on probation will have its funds frozen for the duration of its probation at the discretion of the Executive Board

SECTION 3: Duration of Probation Probation shall be enforced until majority vote by the BEC Executive Board following a presentation of the society's petition.

ARTICLE VIII. LETTER OF INTENT SECTION 1: Requirements of the Letter of Intent 1. The president of each society that intends to send a voting representative to the BEC and participate in the BEC must notify the BEC Officers in writing or electronic form. The method for submitting a Letter of Intent is at the discretion of the VP of Communications. The Letter of Intent is only binding for one academic year and must be received by the BEC Executive Board before the Second BEC General Assembly Meeting. If a Letter of Intent is not received before the Second BEC General Assembly Meeting, the organization will be placed on probation unless said organization gained membership to BEC within the same semester, in which case the deadline for the submission of the Letter of Intent is due within two weeks of joining the council.

2. The Letter of Intent shall include contact information for the organization contact information for all eligible BEC representatives, acknowledgement of reading the Constitution and Bylaws of the BEC, and agreement to all terms contained within both.

SECTION 2: Eligibility for Participation via Letter of Intent All societies and students are welcome to participate in the BEC. Voting privileges are restricted to the representatives of BEC Societies that have met the requirements of Article VI of these bylaws.

SECTION 3: Eligibility for Funding via Letter of Intent No Society shall be eligible for BEC or Student Government Funding unless that society has met the requirements of Article VI of these bylaws and has acted in accordance with the guidelines set forth in the BEC Constitution and Bylaws.

SECTION 4: Probation and the Letter of Intent With the submission of a Letter of Intent, BEC Societies shall be removed from probationary status.

SECTION 5: Restrictions on the Letter of Intent Each society may only submit one Letter of Intent per society executive board. Any executive board changes must be documented with a newly submitted Letter of Intent.

SECTION 6: Joining the Benton Engineering Council Organizations who wish to gain admittance to the Benton Engineering Council must submit a Letter of Intent. A representative will then present the organization to the General Body. The organization will become a member of the Benton Engineering Council in the event of a majority favorable vote of representatives. See Article III: Government (Voting).

SECTION 7: BEC Representative duty shall be assigned to a member of the respective society. Each society may elect/appoint this position at its discretion.

Article IX. ELECTIONS SECTION 1: Elections Process Elections are to occur during the second to last General Body Meeting in the spring of each year. At this time, all members of the Executive Board of the BEC shall be elected. The current President shall preside over elections and the current Secretary shall help count votes. The order shall be President, VP of Communications, VP of Programs, Treasurer, and Secretary.

Each position will follow the same elections process:

1. The order in which candidates will speak is determined by the order in which candidates are nominated 2. If there is more than one candidate, candidates shall be escorted out of the room by the highest-

ranking officer not nominated for the position being voted on when it is not their turn 3. Each candidate will give a speech, up to three minutes in length 4. The audience and voting body will ask the candidate a maximum of three questions.

o The same questions must be asked to all candidates 5. The candidate will have one minute to answer each question 6. Three rounds of one minute of pro followed by one minute of con will proceed as

pro/con/pro/con/pro/con

o No speculation, only observations and facts 7. Repeat steps 2-6 until all candidates have spoken 8. Disperse and collect voting ballots

SECTION 2: Runoffs and Results A clear majority of the quorum must be established (50% + 1 vote.) If a clear majority is not achieved, there shall be a runoff between the top two candidates. In the event of a runoff, repeat the question and pro-con section of the process. The President must be the deciding vote in the event of a tie.

SECTION 3: The New Executive Board The new Executive Board is to assume their respective roles at the end of the spring semester, in accordance with the Constitution.