

USABE CONSTITUTION





Underrepresented Student Advisory Board in Engineering

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Underrepresented Student Advisory in Engineering

Section 1: Mission Statement

USABE strives to create a welcoming, diverse, and inclusive community among engineers through student advocacy. This entails connecting, empowering, and amplifying the underrepresented voices throughout SEAS.

Section 2: Board Position Responsibilities

All USABE board members share responsibility for brainstorming initiatives, organizing/attending events, advertising USABE events to others in their program/major/year, and contributing to the Dean's Meeting presentation towards the end of the school year. Returning board members are responsible for mentoring new board members.

President

- Oversees all USABE operations, logistics, and deliverables
- Ensures collaboration across board members
- Leads bi-weekly board meetings
- Maintains contact with ODEI staff (Dr. Stubbs, Dr. Essoka, Dr. Taylor, André Marston)
- Maintains consistent communication with the leadership of constituent organizations
 - Includes reaching out to new/upcoming/existing organizations
- Communicates with leadership of the quad-board (EDAB, ESAC, PEC)
- Oversees elections process
- Creates annual report at the conclusion of the academic year



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Vice President

- Supports executive functions
- Oversees monthly personal/board-related check-ins
- Takes minutes at board meetings
- Serves as a topical lead for a core area of USABE's functions (optional)

Ambassador(s)

- Coordinate and organize event planning and logistics
- Serve as a topical lead for a core area of USABE's functions

First-year Ambassador(s)*

- Learn the general functions and core initiatives of the board
- Assist with events, socials, outreach, and/or media efforts
- Be mentored by Ambassadors and executive board members
- Organize 'capstone' event for First-year Ambassadors and Liaisons

Liaison(s)*

- Semester-long position to learn the general functions and core initiatives of the board
- Assist with events, socials, outreach, and/or media efforts
- Organize 'capstone' event for First-year Ambassadors and Liaisons

Graduate Student Ambassador

- Oversees events and mentorship programs to connect undergraduates and graduate students

*denotes roles that are NOT members of the internal board



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Topical Leads

- **Media**

- Publicizes and advertises USABE events online
- Manages USABE's social media accounts (Instagram and Facebook) and develops initiatives to improve engagement
- Takes pictures/videos at USABE events
- Makes flyers and promotional content for events

- **Outreach**

- Manages the USABE website and develops initiatives to improve it
- Sends listserv weekly and as needed via Mailchimp
- Coordinates with programming chairs of constituent organizations to promote events through the listserv
- Manages Google Calendar with USABE and constituent organizations' events

- **Recruitment**

- Leads First-year Ambassador/Liaison application process
- Coordinates logistics for First-year Ambassadors/Liaisons

- **Finance**

- Oversees funding
- Manages transactions and reimbursement
- Attends monthly ESAC general body meetings



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Topical Leads (continued)

- ***University Council***

- Attends monthly University Council meetings and presents important USABE initiatives/events
- Leads re-application process for the council in the spring (topical lead must be planning on continuing with USABE board for the following year)

- ***Internal Social Events***

- Organizes monthly social events to promote engagement and community within the board



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Section 3: Elections

Philosophy

We execute our election processes with the sole purpose of furthering our mission and believe the processes themselves are representative of our values and priorities as an organization. Thus, the following principles are foundational to this mission.

- We look for a history of meaningful engagement in our candidates
- We base personnel decisions on the combined insights of the internal board
- We strive to ensure the board is best suited to generate inclusive representation

General Eligibility

- Students who wish to serve in USABE elected positions must be full-time, SEAS students
- Applicants are strongly recommended to have engaged with their respective underrepresented constituency group (with the exception of those belonging to underrepresented identities/groups with no community in SEAS)



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Executive (President and Vice President)

- **Requirements**

- Executive board members must have served as an ambassador for at least 1 year
- Must serve from after the Dean's meeting in May to the following Dean's meeting the next year

- **Procedure**

- Elections will be conducted at the end of the spring semester
- Candidates will fill out an application form and submit it to the internal board
- Candidates will deliver 2-minute speeches to the board members who will then deliberate and vote unanimously on each candidate
- If there are no candidates for a position, the current president makes an appropriate judgment on leadership (e.g. special election, appointment)

Returning Board Position (Ambassador, Graduate Student Ambassador)

- **Requirements**

- Must serve from after the Dean meeting in May to the following Dean meeting the next year



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- **Requirements (continued)**

- Must have held a board position for at least a semester before (Ambassador, First-year Ambassador, Liaison, Graduate Student Ambassador)

- **Procedure**

- Elections will be conducted at the end of the spring semester (see Section 5 for exceptions)
- Candidates will fill out an application form and submit it to the internal board
- Candidates will deliver 2-minute speeches to the board members who will then deliberate and vote unanimously on each candidate

New Member Recruitment (First-year Ambassador, Liaison, Graduate Student Ambassador)

- **Requirements**

- First-year Ambassador: Must be an incoming or current first-year with the intention of serving for a full academic year
- Liaison: Must be a sophomore or junior who has not previously been a member of the USABE board
- Graduate Student Ambassador: Must be a graduate student in SEAS



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- **Procedure**

- Recruitment periods will occur at the start of each semester
- Applicants express interest in serving as a board member through a short application form
- Two interviews/coffee chats will be held for each applicant by a current board member
- Board members will convene to decide acceptances
- Accepted applicants will be notified via email on their applicant status by the recruitment lead

New Member Re-evaluation (First-year Ambassador, Liaison)

- **Requirements**

- Served as a First-year Ambassador or Liaison for a semester

- **Procedure**

- New member and internal board discuss status as a board member
- Up to discretion of the internal board:
 - First-year Ambassadors may stay in the position for another semester
 - Liaisons may join the internal board as an Ambassador



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Section 4: Board Logistics

All board members share responsibility for executing the standard programming load and attending board meetings.

Typical Programming Load

- Open forums will be held once every semester
- Events and initiatives under the following categories:
 - Advocacy for underrepresented student suggestions/concerns based on data collection efforts
 - **First-year** outreach and recruitment (e.g. NSO Preceptorial)
 - Alumni, faculty, and/or graduate student engagement
 - Other initiatives under development by board members
- Data collection efforts
 - Feedback (formal or informal) to gauge student experiences after every event
 - Student surveys to gauge students' experiences in SEAS
- Dean's meeting
 - Led by the President, board members will contribute to the presentation and will help prepare materials

Board Meetings

The USABE board will meet bi-weekly throughout the academic year. Over the summer (May to August), USABE shall meet on an as-needed basis. Attendance of all board members is required at each meeting unless the president is notified at least 24 hours before the meeting. Two unexcused absences will result in further action (see Section 5).



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Section 5: Addition and Removal of Board Personnel

Philosophy

The procedures for adding and removing members serve to engrain flexibility in our board personnel as the SEAS community experiences social and/or demographic changes. Adapting to changing times is critical in enhancing our ability to best represent and serve the community at hand and promote diversity and inclusivity in SEAS.

Addition of New Members

- Any board member may bring forth a potential candidate at any point in the year under the following grounds:
 - Amplifying underserved, underrepresented student voices
 - Accommodating extreme circumstances
- Potential members must be eligible under the general eligibility established in section 3
- Two interviews/coffee chats are conducted with the candidate
 - At least one interview with an executive member
 - Cannot be interviewed by the board member who nominated them
- The candidate will join the board if the internal board votes unanimously to elect the candidate



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Removal of Board Members

- Any member of the board may move to remove an elected board member under the following grounds:
 - Allegations of student misconduct and/or lack of alignment with USABE mission
 - Failing to execute their respective responsibilities as outlined in Section 2
 - Two unexcused absences at board meetings throughout the semester
- The board member bringing forth the motion to remove another board member must present written notice of charges at the meeting where removal is made
- The board member will be removed under unanimous vote by the internal board



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Section 6: Amendments to the Constitution

Definition

An amendment is defined as any edit to the official Constitution that changes the meaning of any sentence, word, or format. Amendments within the same Section can be grouped together as a block amendment.

Proposing the Amendment

Any underrepresented student in SEAS can propose an amendment to the official Constitution. The student must submit an amendment proposal (e.g. form, email), including the proposed amendment and the original statement to the board. Voting must take place during board meetings, and approval is required from at least three-fourths (3/4) of board members at a general meeting.

Updating the Constitution

After any amendment to the Constitution has been ratified, the official Constitution must be updated within 24 hours of the amendment being ratified. The amendment does not take effect until it appears in the language of the official Constitution. The official USABE Constitution must be accessible to all members.