

Penn Engineering Council Constitution

I. Mission

- A. The Penn Engineering Council (PEC) is an undergraduate organization dedicated to fostering professional development within the University of Pennsylvania School of Engineering and Applied Science by (a) serving as a funding organization for individuals and student organizations and (b) driving initiatives focused on supporting undergraduates in achieving their academic and professional goals.

II. PEC Membership

A. General Body Members

1. Logistics

- a) The active general body membership will consist of a minimum 20 members, and maximum 40 members.
- b) The general body will meet weekly at a time and place designated by the majority of the returning body at the start of the semester.
- c) PEC's faculty advisor will be the faculty member holding the position of SEAS Director of Undergraduate Student Life, currently Dr. Sonya Gwak.

2. Recruitment

- a) General body recruitment will take place at the start of every semester, and membership will be open to all members of the SEAS undergraduate student body.
 - (1) The application process will involve dispersal of the PEC application to the SEAS undergraduate body, and one round of interviewing to decide upon candidates to join the six committees.
- b) PEC will maintain a standard of recruiting that provides all applicants a just process and equal opportunity of receiving selection to the general body.

3. Organization

- a) PEC will be divided into six committees (defined in the 'Committees' section of this document), each of which has an elected Chair.
- b) The elected President and Executive Vice President will oversee the 'Executive Board', composed of themselves, the Chairs of each committee, and a 'Freshman Cohort Representative'.

B. Executive Board

1. The PEC Executive Board will be composed of a President and an Executive Vice President, followed by Chairs of the Board's committees.
 - a) Executive board turnover will take place at the end of the fall semester every year.
 - (1) The application process for any Executive Board position will involve submission of an application, followed by giving a two-minute speech to the board highlighting experience and initiatives for the future, Q&A, and concluded with current members voting upon candidates to decide on the incoming board.
 - (2) Election processes will be discussed in the following 'Elections' section of this document.
 - b) Eligibility and requirements for the Executive Board center on
 - (1) Any current member of PEC can apply for a committee Chair position.
 - (2) To apply for the President or Executive Vice President positions, members must have at least one full year of experience within PEC.
2. Executive Board Positions
 - a) President
 - (1) Lead and plan GBMs and Executive Board meetings.
 - (2) Oversee board operations.
 - (3) Maintain communication with other Quad-Board organizations and the SEAS Director of Undergraduate Student Life.
 - (4) Attend Dean's Meetings as PEC's representative.
 - b) Executive Vice President
 - (1) Assist the President in operations.
 - (2) Manage members' attendance.
 - (3) Liaise with committee Chairs regularly regarding committee events and updates.
 - (4) Coordinate and oversee bi-annual recruitment process.
 - c) Committee Chairs
 - (1) Ensure that each of the members of their committees is active.
 - (2) See that the goals of their committee are being achieved (more detail on committee goals in the 'Committees' section of this document).
 - (3) Maintain a running database of initiatives, priorities, and finances for their respective committees.

- d) Freshman Cohort Representative
 - (1) Represent the first-year opinion and perspective in PEC's initiative planning and organization.
 - (2) Coordinate with OPAs and their cohorts to provide relevant feedback and event opportunities for SEAS first-years.
 - e) New Executive Board Positions
 - (1) If, in the future, there is a demand for a new board position, we can create a new one and have general body members apply.
3. Executive Board Eligibility and Requirements
- a) Any current member of PEC can apply for a committee Chair position.
 - b) To apply for the President or Executive Vice President positions, members must have at least one full year of experience within PEC.
4. Elections
- a) Elections will be held at the end of the *calendar* year, traditionally the second to last GBM of the fall semester.
 - (1) All positions will become available to PEC general body members, assuming eligibility and requirements are met.
 - b) Elections will abide by the following format, beginning with the position of President and ending with Internal:
 - (1) All individuals running for a position leave the room.
 - (2) One-by-one, each candidate delivers a 2-minute speech, followed by a 2-minute Q&A.
 - (3) Once each candidate for a position has gone through the speech and Q&A session, the general body will deliberate for a maximum of 10 minutes.
 - (4) Once deliberations conclude, a heads-down, hands-up vote will be held by the attending general body.
 - (a) The outgoing President oversees voting, for which a majority vote wins the position.
 - (b) If no candidate receives a majority vote for a particular position, the voting is suspended to the following, final meeting where candidates may re-run, and new candidates may enter the fold.
 - (c) If a majority vote is still not met, the outgoing President has final jurisdiction over the election of said position.
 - (5) Electorates are announced immediately following the majority vote.

C. Committees

1. Professional Development

- a) Enable students in achieving their professional goals.
- b) Liaise with Career Services to hold professional development-gearred events and present relevant career-related resources for SEAS undergraduates.

2. Academic Mentorship

- a) Enable students in achieving their academic goals.
- b) Liaise with the various SEAS departments and professors to hold regular AM events that allow students to interact with faculty, graduate students, and other members of Penn's academic network.

3. Finance

- a) Manage PEC's budget.
- b) Make final decisions on funding allocations in conjunction with the President and Executive Vice President.
- c) Maintain and update the '[Sponsorship Guidelines](#)' and '[Reimbursement Process](#)' documents.

4. Marketing

- a) Market all PEC events.
- b) Manage PEC's social media accounts.
- c) Photograph and document events and meetings held over the year.

5. Technology

- a) Update and manage PEC's website and funding request submissions.
- b) Co-host tech-related events with other committees (including, but not limited to, PD and AM).

6. Internal

- a) Plan internal professional development and social events for PEC members.
- b) Maintain the PEC database and alumni network.

D. Attendance and Inactivity

1. General body members' attendance at GBMs is mandatory.

- a) Day, time, and location of the weekly GBMs will be set at the start of the semester.
- b) Members are allowed three excused absences, and one unexcused absence per semester.
 - (1) An absence is excused if the member notifies the President,

Executive Vice President, or the Chair of their respective committee of their inability to attend the meeting 24 hours in advance of the meeting.

(2) Members must be on time to board meetings.

c) Inactivity, is defined when a general body member:

(1) Fails to come to more than two general body meetings without a legitimate excuse.

(2) Decides that he or she chooses to be inactive for personal reasons.

(3) Fails to carry out their respective responsibilities for PEC events and programs as stated in the role definition of their position.

d) Exceeding the allowed absences to GBMs, and/or repeated tardiness, calls for the review of these inactive representatives, and for a majority-rules vote by the Executive Board to decide on a case-by-case basis whether the representative will retain his/her position or be replaced.

2. All attendance and inactivity legislation for general body members also applies to the Executive Board.

a) Should an Executive Board member exceed – with that Executive Board member removed from the voting process.

III. Member Organizations (12)

A. Member Organizations of the Penn Engineering Council are designated at the beginning of each calendar year and represent those partner organizations who have streamlined access to PEC funding and collaborative resources.

B. PEC's current member organizations consist of the following organizations:

- Dining Philosophers
- eMed
- Biomedical Engineering Society (BMES)
- Material Science Engineering Society (MSE Society)
- Theta Tau
- American Institute of Chemical Engineers (AIChE)
- American Society of Mechanical Engineers (ASME)
- Institute of Electrical and Electronics Engineers (IEEE)
- Society of Women Engineers (SWE)
- Alpha Omega Epsilon (AOE)
- National Society of Black Engineers (NSBE)
- Society of Asian Scientists and Engineers (SASE)
- Technology Entrepreneurship Club (TEC)

- Society of Hispanic and Professional Engineers (SHPE)
- C. PEC does not discriminate in its allocation of funding or broader support– all organizations and individuals, regardless of their ‘Member Organization’ standing or individual affiliation, will receive equal access to and opportunities for funding and PEC support.

IV. The Engineering Quad-Board

- A. The President of PEC will meet with the Presidents of the Engineering Student Activities Council (ESAC), Engineering Dean’s Advisory Board (EDAB), and Underrepresented Students Advisory Board in Engineering (USABE) regularly to develop joint and independent initiatives.
1. Any representative is also welcome to attend these meetings, but it is not mandatory.
- B. Communication with EDAB, ESAC, USABE, and the SEAS Director of Undergraduate Student Life will be spearheaded by the President and Executive Vice President.
1. The Quad-Board will maintain a constant source of communication via an agreed upon preferred method (currently Facebook Messenger).

V. Objectives

- A. Support Professional Organizations
1. PEC shall support professional societies by generating interest for students to join professional organizations.
 2. PEC shall support professional societies through providing funding necessary to send students to conferences, engineering fairs, company visits, and other opportunities.
 - a) Funding guidelines can be found under the ‘Finance’ section of this document.
- B. Facilitate SEAS-Wide Initiatives
1. PEC shall facilitate SEAS-wide initiatives by jointly organizing AM and PD-themed events each semester, catering to the needs of all SEAS undergraduates.
 2. PEC shall facilitate SEAS-wide events by supporting organizations with collaboration opportunities and ultimately organize these events.
- C. Support SEAS Undergraduates
1. PEC shall support SEAS undergraduates by providing funding needed to attend AM and PD-themed events at Penn and in the broader engineering community.

- a) Funding guidelines can be found under the 'Finance' section of this document.
2. PEC shall support SEAS undergraduates by helping students connect with research resources and opportunities, including but not limited to:
 - a) Rachleff Scholars
 - b) The Center for Undergraduate Research and Fellowships (CURF)
 - c) Penn Undergraduate Research Mentorship Program (PURM)
 - d) Global Research and Internship Program (GRIP)
 - e) Penn Abroad
 3. PEC shall support SEAS undergraduates by connecting students to pre-professional resources on and off campus, by means of:
 - a) Career Services
 - b) Engineering-themed career fairs
 - c) Speaker events, panels, and/or dinners with representatives from companies, startups, etc.
 - d) Any and all PEC initiatives.