

# **Official Bylaws of the Piedmont Engineering Club**

## **I. Club Name**

- a. The club will be known as the "Piedmont Engineering Club".

## **II. Membership**

- a. Any student currently enrolled at Piedmont Virginia Community College may participate in this club.
- b. One faculty member will serve as advisor.
- c. Students can be removed from the membership roll at the discretion of the President and Vice President, with approval from the Advisor.
- d. Strong participation in this club is essential. Those who do not participate may be removed from the membership role.
- e. Each member shall meet all the requirements as set forth in the official Application.

## **III. Officers**

- a. The student officers of this club will be:
- b. President, Vice President, Secretary, Treasurer.
- c. All terms of office will be for one school year. In case an officer is unable to serve the full term, the remaining officers should appoint or elect a new officer.
- d. Officers will be elected by the majority of members present during the first meeting of the new semester.
- e. Officers will assume their duties at the time they are elected.
- f. President:
  - i. Should preside over the club meetings with the club advisor.
  - ii. Should call special meetings for club needs.
  - iii. Should coordinate and plan all meetings as needed.

- iv. Should coordinate all communications needed by the club; including meeting schedules and announcements.
- g. Vice President:
  - i. Should assume the duties of the President when the President is absent or resigns the office.
  - ii. Should help coordinate and plan all meetings as needed.
  - iii. Should help coordinate all communications needed by the club; including meeting schedules and announcements.
- h. Secretary:
  - i. Should record and keep the records of all meetings.
  - ii. Should keep the listing of all member information.
- i. Treasurer:
  - i. Should maintain the financial records of the club.

#### **IV. Advisor**

- a. The Advisor should perform all such duties as required by PVCC in order to maintain the club.
- b. In order to maximize the leadership benefits and lessen the work load for the Advisor, the club shall be run by the student officers.

#### **V. Voting**

- a. Each member of the club will have one vote when present at the time of the vote.
- b. A majority vote should typically serve as approval for most club actions.
- c. Two of the four officers and the advisor may take actions if a club meeting is not feasible.
- d. Absentee ballots are not permissible without prior approval by the officers.

#### **VI. Meetings**

- a. The club should meet at logical and convenient times at least once per semester.

- b. Club meetings should be announced or posted at least one week prior to the scheduled time.
- c. The President or Advisor should call all regular and special meetings.
- d. An official meeting should consist of at least two officers or one officer and the Advisor.

**VII. By-Laws**

- a. These bylaws may be amended or modified at any official meeting and voted upon for approval at the next official meeting.
- b. Amendments and modifications of the Bylaws must be passed by a majority of members present and the Advisor.
- c. These bylaws should be approved by the Advisor and the Student Services Committee Chairman.

Nathaniel Schwartz, President and Co-Founder

Signed \_\_\_\_\_ Date \_\_\_\_\_

Micah Crowsey, Vice President and Co-Founder

Signed \_\_\_\_\_ Date \_\_\_\_\_

Jonathan Hexter, Advisor

Signed \_\_\_\_\_ Date \_\_\_\_\_

Steve McNerney, Director of Student Activities

Signed \_\_\_\_\_ Date \_\_\_\_\_