

**CONSTITUTION OF THE EMBEDDED APPLICATIONS TECHNOLOGY GROUP
CALIFORNIA STATE UNIVERSITY, LONG BEACH**

Article I. Name of Organization:

The name of this organization shall be The Embedded Applications Technology Society, hereafter referred to as "EAT."

Article II. Statement of Purpose:

- Section 1.** To promote academic achievement and ethical leadership, and to cultivate civic responsibility.
- Section 2.** To enhance the Engineering curriculum through participation in International Design Competitions and Team Projects, and to contribute to the community through student publications that form a bridge from education to innovation and the industry.
- Section 3.** To provide the students opportunities for association and interaction with the faculty and administration of CSULB and with the members of the community and industry.

Article III. Membership:

- Section 1.** EAT is free to accept new members without regard to sex, race, religion, national origin, disability, sexual orientation, age, or veteran status.
- Section 2.** Regular membership is limited to CSULB students.
- Section 3** All members of each membership status have equal rights and privileges.
- Section 4.** Rights granted are exclusive – any rights not explicitly mentioned below are not granted to the respective membership status.
- A. A Provisional Member is granted rights
 1. To use a shared computer account (supervised access),
 2. To use the lab (supervised access),
 3. To participate in any online forum discussions, and
 4. To subscribe to the general mailing list.
 - B. In addition, a Regular Member is granted the rights
 1. To have a personal computer account,
 2. To vote at general meetings and elections,
 3. To submit proposals,
 4. To run for officer positions,
 5. To access the alumni database,
 6. To access the job listings and industrial database, and
 7. To receive the club logo in various forms, including but not limited to a patch for graduation, or a T-shirt.

- C. In addition to all of the above, members of the Executive Board are granted the rights
1. To an administrative computer account,
 2. To a key to the lab,
 3. To enforce code of conduct and campus policy in and around the lab, and
 4. To award special privileges to deserving members.

Section 5. Faculty and staff at CSULB are eligible to be ex-officio, non-voting members.

Section 6. Each member, including the executive officers, has the ability to cast a vote while the President votes only in the case of a tie.

Article IV. Officers:

Section 1. The President, the Vice President, the Treasurer, and the Secretary shall be elected annually by the regular members.

Section 2. The Executive Board shall have the authority to create and appoint support officers with the approval of the regular members.

Section 3: Officers shall serve for one year or until their successors are elected.

Section 4: Officers may be re-elected.

Section 5: No elected officer shall hold more than one EAT office at any one time.

Article V. Executive Board:

Section 1. The Executive Officers of EAT shall be the President, Vice-President, Secretary, and Treasurer.

Section 2. The Executive Board shall meet no less than once a month during the academic year. Meetings of the board shall be open to any member.

Section 3. No Approval by the Executive Board is needed for Treasurer to issue disbursements under \$100.00. Expenditures in excess of \$100.00 must receive majority approval from the active Executive Board. Capital expenditures pertaining to the future movement of the club must have membership majority approval.

Article VI. Meetings:

Section 1. Regular meetings shall be scheduled at least weekly during the academic year.

Section 2. Special meetings may be called by any officer. All members must be given a minimum of 48 hours notice, weekends and holidays excluded, prior to the meeting time.

Article VII. Method to Amend the Constitution:

- Section 1.** Proposed constitutional amendments by a member shall be presented to EAT, in writing, one meeting before it may be voted on.
- Section 2.** Approval by two-thirds of the voting members present at a regular meeting shall pass a proposed amendment.
- Section 3.** Approval by the University is needed to change the constitution.

Article VIII. Succession of officers:

- Section 1.** In the event of permanent incapacitation, resignation, or removal, the line of temporary succession shall be as follows: President, Vice President, Treasurer, Secretary.
- Section 2.** Upon the vacancy of any office, a new candidate will be elected at the next regular meeting or at a special meeting.

Article IX. Enactment:

The EAT Society shall adopt By-laws to augment and enact the provisions of this Constitution.

Article X. Parliamentary Procedure

- Section 1:** In all matters not covered by the Constitution, EAT shall be governed by *Robert's Rules of Order, Newly Revised* edition.

Article XI. Hazing Prohibition:

EAT and/or its members shall not engage in hazing or commit any act that injures, degrades, or disgraces any fellow student. Hazing is understood by EAT, its officers, and its members to be defined as any action taken or situation created which, regardless of location, intent, or consent of the participants, (1) produces or is reasonably likely to produce, bodily harm or danger, mental or physical discomfort, embarrassment, harassment, fright, humiliation, intimidation, degradation, or ridicule, or otherwise compromises the dignity of an individual; (2) compels an individual to participate in any activity which is unlawful, perverse, publicly indecent, contrary to the rules, policies, and regulations of the University, or which is known by the compelling person to be contrary to the individual's genuine moral or religious beliefs; or (3) will, unreasonably or unusually, impair an individual's academic efforts.

**BY-LAWS OF THE EMBEDDED APPLICATIONS TECHNOLOGY GROUP
CALIFORNIA STATE UNIVERSITY, LONG BEACH**

Bylaw I.

Membership:

- Section 1.** There shall be three types of membership status in EAT: provisional, regular and honorary.
- Section 2.** Membership is attained by completion of a membership form which is to be submitted to the EAT Secretary.
- A. A CSULB student may become a provisional member upon attendance at a general meeting and submission of a membership form.
 - B. A provisional member may become a regular member upon completion of 16 points, obtained as follows:
 - 1. Attendance at general meetings: 1 point per meeting, up to a maximum of 10 per provisional member.
 - 2. Participation in social events: 2 points per event, no limit.
 - 3. Participation in a competition or conference: 4 points per item, no limit.
 - 4. Service on a subcommittee: 4 points per committee, no limit.
 - 5. Miscellaneous service to the club may be awarded at 1 point per activity, at the discretion of the Executive Board, up to a maximum of 4 per provisional member.
 - C. A Regular Member may become a member of the Executive Board upon election to an Executive Officer position, as detailed in Bylaw V, in accordance with Articles IV and VI of the Constitution and Bylaws I and II.
 - D. Any student who has completed 16 points, retroactively, from September 2007 through April 2008 shall become a regular member, effective immediately.
- Section 3.** Any person who has rendered outstanding service to EAT may be conferred with honorary membership with a majority vote of the active EAT membership. Honorary members are ex-officio.
- Section 4.** Any member may be suspended or expelled from EAT for conduct contrary to the constitution of EAT or for conduct that grossly impairs the rights of the members to enjoy the benefits of EAT. The offense must be in writing and submitted by a member. After the offense has been submitted to EAT, the offending member shall have the right to a hearing before EAT at a regular meeting and may be suspended or expelled only upon the affirmative vote of three-fourths of the voting members present. The offending member has the right to appeal an adverse decision at a regular meeting, and such offending members shall be reinstated unless the suspension or expulsion is again approved by three-fourths vote.

Officers:

- Section 1.** The qualifications, duties, and powers of the President. The President shall:
- A. Be an Engineering student under the CECS department with a 2.0 (C) grade point average in his/her major.
 - B. Have been an active member of EAT for a year before holding office.
 - C. Preside over all meetings of EAT, and shall see that provisions of the Constitution are carried out.
 - D. Be the official representative of EAT; representing policies, views, opinions of EAT in its relations with the campus and community at large.
 - E. Have such further powers and duties as may be prescribed by EAT.
- Section 2.** The qualifications, duties, and powers of the Vice President. The Vice President shall:
- A. Be an Engineering student under the CECS department with a 2.0 (C) grade point average in his/her major.
 - B. Have been an active member of EAT for a year before holding office.
 - C. Preside over meetings in the absence of the President.
 - D. Perform all legal duties assigned to him/her by the President.
 - E. Ensure that the year's activities schedule is carried out.
 - F. Notify all members of EAT meetings.
 - G. Oversee the issuance of keys and maintain a list of current keyholders.
 - H. Perform other duties as deemed necessary.
- Section 3.** The qualifications, duties, and powers of the Treasurer. The Treasurer shall:
- A. Be an Engineering student under the CECS department with a 2.0 (C) grade point average in his/her major.
 - B. Have been an active member of EAT for a year before holding office.
 - C. Handle all financial affairs and budgeting of EAT, maintaining all necessary accounting records. Said records shall be maintained in accordance with generally accepted accounting principles.
 - D. Maintain bank accounts in EAT's name, requiring signatures of both the Treasurer and President for authorized disbursements. All disbursements in excess of \$100.00 require the majority approval of the EAT Executive Board.
 - E. Perform other duties as deemed necessary.
- Section 4.** The qualifications, duties, and powers of the Secretary. The Secretary shall:
- A. Be an Engineering student under the CECS department with a 2.0 (C) grade point average in his/her major.
 - B. Have been an active member of EAT for a semester before holding office.
 - C. Take minutes at all meetings of EAT, keep these digitally on file and submit required copies to all organization members.

- D. Record all amendments to the Constitution and Bylaws.
- E. Be responsible for all organization correspondence and shall keep copies thereof on file.
- F. Act as historian and shall maintain all records of EAT.
- G. Maintain the official roster of EAT.
- H. Maintain an accurate copy of the Constitution and Bylaws and distribute copies to all EAT members at the beginning of the school year.
- I. Perform other duties as deemed necessary.

Section 5. In the event that an elected officer is unable to fulfill his/her term of office, there shall be an election to fill the vacancy at the next regular meeting or at a special meeting. Any eligible member, including those already holding office, may be nominated for a vacant office. However, an executive officer may hold only one position at a time.

Section 6. Petition by one-third of the total number of members shall be cause for a recall election. The offense must be in writing and submitted by a member. After the offense has been submitted to EAT, the offending officer has 48 hours before the hearing. A recall election shall be held at the next regular business meeting after the presentation of the recall petition and shall be conducted as a special election. Recall will require a favorable vote of three-fourths of the total voting members.

Section 7. To be eligible for office in EAT, a candidate for President or Vice President must be carrying a minimum of 12 units of regular university credit per semester at CSULB. A Candidate for Treasurer or Secretary must be carrying a minimum of 6 units of regular university credit per semester at CSULB. All candidates must have a cumulative G.P.A. of no less than 2.0 and not be on probation of any kind. A candidate for offices other than Executive Board must be a regularly enrolled CSULB student.

Section 8. The term of office for the President, Vice President, Treasurer, and Secretary of EAT shall be for one academic year. The term of office for other officers, elected or appointed, of the organization shall be for one academic semester. No officer is allowed to hold the same office for more than two consecutive terms.

Bylaw III. Advisors:

Section 1. There shall be one or more advisors from the faculty or administration elected by the active EAT membership.

Section 2. The advisors shall serve a term of one year and will be elected at the same time as the officers of EAT. An advisor may be re-elected to multiple terms.

Bylaw IV. Committees:

Section 1. The President shall have the authority to create committees to further the purposes of EAT.

Bylaw V.

Elections:

- Section 1.** Elections will be held once each academic year for yearly appointments and once each semester for semesterly appointments. Date of election to be established by the Executive Board.
- Section 2.** At least one week's notice shall be provided for any meeting at which an election is to be held.
- Section 3.** Elections shall be by secret ballot held on campus. Ballots will be written and submitted to the Secretary before closing of that elections meeting. All votes will be tallied by both the Secretary and Vice President.
- Section 4.** A majority of members of EAT shall constitute a quorum for an election.
- Section 5.** A majority of all votes cast in the election shall be necessary to elect. If no candidate receives a majority, a run-off election shall be held between the two candidates receiving the largest number of votes.

Bylaw VI.

Key Issue:

- Section 1.** Keys may only be issued by the Executive Board and Faculty Advisor.
- Section 2.** All members of the Executive Board are entitled to hold a key; the Executive Board may choose to give keys to other members.
- Section 3.** A maximum of six (6) keys may be assigned at any time.

Bylaw VII.

Quorum:

- Section 1.** The percentage of members that constitutes a quorum shall be fifty percent (50%) plus one.
- Section 2.** In voting, a majority shall consist of more than fifty percent of those voting.
- Section 3.** There must be a quorum in order for any official vote or election to occur.

Bylaw VIII.

Recall:

- Section 1.** A recall election shall be held against any elected officer of the EAT upon presentation of a written petition for a recall signed by one-third of the members to any regular meeting with quorum present.
- Section 2.** The EAT Faculty advisor shall act as mediator in adhering before the general membership. This hearing shall present the charges and evidence to the membership, and allow for rebuttal of the accused.

Section 3. The election shall be conducted in the same manner as a regular election and shall be held within one (1) week of the hearing at a special meeting of the EAT.

Section 4. A three-fourths (3/4) majority vote of all legal votes cast in the recall elections shall be necessary to remove the officer. Such removal shall be effective immediately upon the announcement of election results.

Section 5. Nominations and a special election to fill the remainder of the recalled officer's term shall be held at the same meeting as the recall election.

Bylaw IX.

Method to Amend the Bylaws:

Section 1. Proposed bylaw amendments by a member shall be presented to EAT, in writing, one meeting before it may be voted upon.

Section 2. Approval by two-thirds of the voting members present at a regular meeting shall pass a proposed amendment.

Section 3. Approval by the University is needed to change the bylaws.

Bylaw X.

Parliamentary Authority:

Source of authority shall be Robert's Rules of Order, newly revised.

Proposed on this day, _____, by the EAT Membership.

Ratified By:

President

Date

Vice President

Date

Treasurer

Date

Secretary

Date

Endorsed on this day, _____, by the Faculty Advisor

Brewer Ward