Society Guidelines

Article I: Engineering Societies

Section 1: Societies

1. A student-run organization that is officially recognized by the Engineering Governing Council is known as an Engineering Society, hereafter referred to as a Society.
2. All organizations recognized by the Engineering Governing Council are collectively referred to as the Engineering Societies, or hereafter referred to as Societies.

Section 2: Objective of Societies

1. A society recognized by the Engineering Governing Council should benefit the School of Engineering and fulfill at least 1 of the basic conditions defined below:
   a. Provide technical experience or the application of engineering concepts.
   b. Provide networking opportunities, career opportunities, or alumni relationships between constituents of students.
   c. Provide opportunities to develop or learn more about an engineering major or engineering in general.
   d. Provide academic support for students in the School of Engineering
2. Each Society should have a main objective that differentiates it from any other currently recognized Society.

Section 3: Recognition

1. To start or revive a society, it must meet all the requirements outlined in Article II §1.
2. A newly recognized Society will first be placed under provisional status.
   a. If the council passes the bill to recognize the new society on or before the halfway council meeting, they will be put on provisional status for the remainder of the semester and the first half of the next semester.
      i. Barring a statement from the Society Affairs committee, this society will be eligible to apply for mid-semester funding in the semester their provisional status expires.
   b. If the council passes the bill after the halfway council meeting, they will be put on provisional status for the entirety of the following semester.
   c. Halfway council meeting: If there are 7 council meetings in a semester, the halfway council meeting is the 4th meeting. If there are 8, the halfway meeting is the 4th.

Engineering Governing Council

Ratified on February 11, 2019
3. In order for a society to be promoted from provisional status, the following requirements must be met:
   a. The Society Review committee must have completed an audit of the society and found that the society has properly utilized its initial funding and has acted according to EGC guidelines
      i. Auditing: An audit is a scheduled meeting between the Society Review or Society Affairs chair with the president and one additional executive board member of the society being audited
      ii. The auditing period is between the closing date of mid-semester allocations submissions and the close date for semester allocations submissions
   b. The Society Review committee must conclude that the provisional society has a sustainable membership
      i. A sustainable membership is defined as having a large enough general membership AND a large enough portion of underclassmen (1st and 2nd years) such that the organization can carry on its work effectively for the next two years
      ii. This determination is left to the discretion of the Society Review committee to account for variation in size and purpose of different organizations
   c. Should the Society Affairs committee deem it necessary, they can extend the provisional status for an additional funding cycle

4. A society on provisional status can appeal to have their status lifted after one funding cycle. In order to make this appeal, the provisional society must meet the following requirements:
   a. All of the above requirements (Article I §3.3) must be met
   b. Additionally, the president plus one additional executive board member of the society must schedule a meeting with the Society Review chair to present their case for promotion. The Society Review committee will then deliberate and determine whether or not to promote the provisional society
   c. Funding cycle: One individual set of allocations, e.g. semester funding or mid-semester funding

5. Allocations for the newly recognized Society shall adhere to the Allocation Guidelines.

---

**Article II: Requirements of a Society**

**Section 1: General Requirements**

1. All Societies must meet the following criteria to maintain their recognition status:
   a. Have an up to date Constitution on file with the Council.
Section 2: Society Representatives

1. A Society Representative must be a member of the Society that he or she is representing, and must be selected by the Society.
2. A Society Representative is responsible for relaying information from the Council to his or her respective Society.
3. A Society Representative is expected to report back to the Council on the current activities of his or her respective Society.
4. A Society Representative is expected to meet membership eligibility specified in Article II §2 of the Engineering Governing Council Constitution.
5. Academic Honors Societies are NOT required to send a society representative. Instead, they must send a representative to the Rutgers Engineering Honors Council’s (REHC) monthly meetings, and the REHC will serve as a liaison between those societies and the Council.
   a. The current list of Academic Honors Societies is: Tau Beta Pi, Alpha Pi Mu, Chi Epsilon, Eta Kappa Nu, Omega Chi Epsilon, Pi Tau Sigma, and Alpha Eta Mu Beta
   b. Note: this does NOT change the procedure for Academic Honors Societies to request funding from the Council, and they are still required to attend mandatory programming by the Finance Committee. See the Allocations Guidelines for more information.
   c. A Society Representative must fill out the Events Form biweekly and the Reports Form once a month in order to relay what is occurring in the society.

Section 3: Attendance
1. A Society Representative is required to attend all required meetings as established in the Attendance Guidelines.
   a. If a Society Representative is unable to attend a meeting, the Society is required to send a proxy to the meeting.
   b. A proxy is required to fulfill all requirements of a Society Representative, including but not exclusive to: communicating Society updates, voting, and committee duties.
2. The President, Treasurer, and Society Representative are required to attend the annual EGC Leadership Conference.
   a. If any of the positions listed above are unable to attend, a suitable proxy is expected to attend as a replacement.

Section 4: Constitution

1. A Society’s Constitution must comply with the Council Constitution, University policies, and Federal and State constitutions and laws.
2. The Council shall review and approve or revoke the constitution of School of Engineering recognized student organizations based on their compliance with the Engineering Governing Council Constitution or any other policies.

Section 5: Internal Elections and Officer Changes

1. All Societies must inform the Society Affairs Committee of any changes in their officers
2. All Society internal elections for Council mandated positions should take place before April 10th of that academic year. These officers do not have to take office by April 10th.

Article III: Violations

Section 1: Constitution

1. Once the Society’s Constitution is brought up for review, a vote shall be taken no sooner than the next regularly scheduled meeting.
   a. If a Society’s Constitution is found to be in violation of the Engineering Governing Council Constitution, the Society will be required to change its constitution to comply.
   b. If a Society does not alter its constitution before the next time the Council convenes, the Society will be put on probation.

Section 2: Attendance
1. Any Society with an unexcused absence rate as determined by the Attendance Guidelines shall be investigated by the Internal Review Committee and will be placed on Probation.

Section 3: Probation

1. Societies found in violation of Council Policy, State or Federal law, or University Policy or derelict of their duties shall be investigated by the Society Review Committee and be placed on Probation.
   a. A Society placed on Probation must schedule a meeting with the Society Review Committee within 2 weeks after being notified of its probation status. Failure to schedule a meeting will result in the Society being put up for immediate derecognition.
   b. A Society placed on Probation may appeal to the Council no later than one general body meeting after being placed on probation in which case the Society Affairs Committee will review the Society in question.
   c. The Probation period will last for the rest of the current Academic School Year.
2. After the investigation, the Society Affairs Committee (SA) shall determine the appropriate action, including but not limited to freezing funding or derecognizing the Society from the Council.
3. A Society that has been placed on Probation may have its funding frozen at the discretion of the SA Chair.
   a. A Society will have its funding frozen if it is in violation of the Allocation Guidelines.
   b. A Society who has had its funding frozen is not eligible to apply for mid-semester funding, but may apply for semester funding if they will not be on Probation during the semester for which it will be applying for.

Section 4: Derecognition

1. A Society on Probation will be put up for derecognition once they have been investigated by the Society Affairs Committee and subsequently determined to be in dereliction of their duties.
   a. When a Society is up for derecognition, a bill will be presented to the Council including all the violations that the Society has committed. The bill must be tabled at least 1 week before voting, at which point it requires a 2/3 majority vote to pass.
   b. If the bill shall pass, the Society shall be removed from the list of active Societies and have their SABO account closed until the society is recognized again.

A Society which has been derecognized must wait 1 year to re-apply to be recognized by the Council.