

**CONSTITUTION OF THE NORTHEASTERN UNIVERSITY  
CIVIL ENGINEERING ALUMNI ORGANIZATION (NUCEAO)**

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**ARTICLE I**

Name

The name of this organization shall be the Northeastern University Civil Engineering Alumni Organization, hereinafter referred to as the Organization.

**ARTICLE II**

Purpose

The purpose of the organization shall be to support civil engineering students and the Department of Civil and Environmental Engineering by establishing a mutually beneficial relationship between the Northeastern University community and applicable alumni.

The Organization is dedicated to:

- Maintaining and enhancing the relationship between the Department of Civil and Environmental Engineering alumni and the university community by participating in engagement opportunities;
- Supporting the planning of alumni engagement opportunities aimed to connect stakeholders;
- Providing a range of support for current students through professional, technical, and financial assistance;
- Supporting philanthropic efforts of the university;
- Maintaining and recruiting new alumni with an established and robust alumni network for personal and professional opportunities.

**ARTICLE III**

Amendments

The Constitution of the Organization may be amended by a two-thirds vote of the Board, providing that the proposed amendment shall have been stated in writing thirty days in advance.

**ARTICLE IV**

Membership

There shall be two categories of members, Northeastern Civil and Environmental Engineering Alumni, and the Board. NUCEAO is open to all alumni, faculty, and administrative staff of the Northeastern Civil and Environmental Engineering program. Any question of eligibility for membership shall be determined by the Board.

**ARTICLE V**

Board

**Section I**

Board Structure. There shall be an Board which consists of:

- The Officers of the Organization;
- The President Emerita of the Organization;
- A minimum of two and a maximum of four members of the Organization, appointed by the President;
- A designated member from the Office of Alumni Relations;
- The Chair of the Department of Civil and Environmental Engineering;
- A Department Liaison from the Department of Civil and Environmental Engineering, appointed by the Department Chair; and others from the department as needed.
- A member of the ASCE Student Chapter, appointed by the Department Chair.

## **Section II**

Responsibilities. The Board shall be responsible for the affairs of the Organization. It shall have power to fill vacancies within the Board of the Organization. The Board should have at least one in-person meeting and shall meet, in-person or virtually, quarterly or as decided upon at the discretion of the President. All members of the Board are required to attend all meetings, unless they have received approval from the President for excusal. Members are allowed two excused absences from meetings. Failure to meet these duties will result in termination from the Board.

## **Section III**

Officers. The officers of this Organization shall be: President, Vice-President, and Secretary.

## **Section IV**

President Powers and Duties. The President shall implement or monitor implementation of all, decisions by the Board, preside at all meetings of the Board and shall otherwise act as chief executive and operating officer of the Organization. The President shall promote and coordinate all work of the Organization and Board except as otherwise provided herein. The President shall appoint all committees that are deemed necessary. The President of the Organization shall develop a program summarizing action items to achieve the purpose set forth herein. In the case of a vacancy of the office of President, an election shall be called by the President Emeritus.

## **Section V**

Vice President Powers and Duties. The Vice President shall have such powers and duties as may be assigned by the Board. In the absence of the President, the Vice President shall perform the duties of the President.

## **Section VI**

Secretary Powers and Duties. The Secretary shall promote communication among the *Board* via contact with President and Vice President prior to each Board meeting and other actions deemed appropriate to support the full and active function of Board committees. The Secretary shall keep a record of all the proceedings of the Organization and the Board. It is the secretary's responsibility to keep all files in a centralized location for all Board members. Additionally, the Secretary shall be responsible for working with the university to notify appropriate members of scheduled meetings and other events of the Organization.

## **Section VII**

President Emeritus. The outgoing President shall, at the pleasure of the President and Board, continue to serve on the Board in a facilitating and advisory capacity for the for up to two years to ensure the continuity of initiatives not completed during the term of any President and to otherwise fulfill the mission of the Organization. After the President Emeritus term concludes, the former President Emeritus is eligible for a Board position by appointment as a member in accordance with Article V, Section I.

## **Section VIII**

Removal. Any Officer of the Board, or Board Member appointed by the President, may be removed by a vote of the majority of the Board then in office and approval by the representative for the Office of Alumni Relations, in the best interest of the Organization and its mission.

## **ARTICLE VI** Meetings

An annual meeting of the Organization shall be held at a time and place fixed by the Board of the Organization. This meeting is for the purpose of providing opportunity to make announcements, giving special recognition for member accomplishments, and transacting such other business as may properly come before the meeting. Other meetings may be called at any time by the President or a majority of the Board.

**ARTICLE VII**  
Organization Fiscal Year

The Organization fiscal year shall commence on July 1<sup>st</sup> and shall end on June 31<sup>st</sup>.

**ARTICLE VIII**  
Elections

The Officers of the Organization shall be chosen annually each spring in an in-person or virtual meeting. The Officers shall be nominated by any member of the Board and shall be elected by the Board by majority. The Officers need not have prior service on the Board. All Officers shall hold office for one year, beginning at the start of the next fiscal year, unless such terms are extended by majority vote of the Board. Officers may be elected for up to three consecutive terms. Any vacancy occurring in any office shall be filled by the Board.

**ARTICLE IX**  
Not-For-Profit-Organization

This Organization shall operate as a not-for-profit-organization. The Organization shall use its funds only to accomplish its purpose and no part of said funds shall inure to the benefit of any member of the Organization.

**ARTICLE X**  
Quorum

A quorum to amend the by-laws or constitution shall consist of the 75% of the Board. For business other than amending the by-laws, a quorum shall consist of a majority of the Board.

**ARTICLE XI**  
Robert's Rules

For all matters not specifically covered in the foregoing, *Robert's Rules of Order* shall govern

