Preamble

The purpose of the organization shall be to provide a meeting place and environment to support the academic endeavors and networking of undergraduate students in the Department of Materials Engineering at Case Western Reserve University.

Article I: Statement of Purpose

Section 1: The Undergraduate Materials Society (UMS) is an academic organization created to help students of the Materials Science and Engineering Department benefit the most from their undergraduate experience. To this end, we work together to provide support for students, whether it be

i) networking opportunities via meetings of local professional organizations,
ii) financially through scholarship applications with local organizations,
iii) academically through contacts with professors, or
iv) socially in our Lounge.

Section 2: The Undergraduate Materials Society shall remain affiliated henceforth with local chapters of the professional Materials Societies of The American Foundry Society (AFS) and the American Society of Materials (ASM).

Article II: Membership

Section 1: Membership shall be open to all current undergraduates of Case Western Reserve University in the Department of Materials Engineering, including declared students working towards a Major or Minor in the department, and to affiliated undeclared students.

Section 2: Membership shall not be denied to any undergraduate student based on race, color, creed, sex, sexual orientation, national origin, disability, age, or status as a veteran.

Section 2: The Undergraduate Materials Society shall thusly bestow the position of Faculty Advisor upon a faculty member of the Department of Materials Engineering. This position is hereby and perdurably granted to Professor Mark DeGuire, and may only be changed by general consensus of the UMS and faculty members in the Department of Materials Engineering.

Section 3: Membership shall occur after necessary contact information is provided and participation in an organization meeting or activity.

Article III: Executive Board

Section 1: There shall be an Executive Board comprised of the offices of President, Vice-president, Treasurer, Secretary, IT Administrator, and Event Coordinator.
Section 2: The President shall ensure the functioning of the organization, head the Executive Board, conduct the general meetings of the organization, act as a primary liaison between the organization and the student organizations, give final approval for any funding requests, and create event committees when needed.

Section 3: The Vice-president shall conduct business in the absence of the President and assist the President and the organization wherever necessary.

Section 4: The Secretary shall be in charge of all communication with members, recruitment, meeting minutes, and other documents.

Section 5: The Treasurer shall be in charge of submitting annual budgets to the Undergraduate Student Government, maintaining accurate organization finance records, and coordinating fundraising efforts.

Section 6: The IT Administrator shall be responsible for maintaining the computer in the Undergraduate Lounge and granting access to members requesting an account. The IT Administrator shall also keep the UMS website up to date.

Section 7: The Event Coordinator shall be in charge of all communications with the general student body regarding events held and hosted by the UMS, publicizing events, and handling all media needs.

**Article IV: Elections**

Section 1: The annual elections for Executive Board officers shall occur during the twelfth week of the spring semester.

Section 2: All members shall be eligible for an Executive Board position.

Section 3: Each officer of the Executive Board shall serve a term of one year until the next annual election.

Section 4: The Elections shall be mediated by the faculty advisor should any election disputes arise.

Section 5: Candidates for Executive Board positions shall submit letters of intent to the secretary, to be distributed to the list of current members in a timely manner.

Section 7: Voting shall occur by a nomination, seconding, and simple majority of members present at the Election Meeting. If there is a tie, there shall be a revote between the two candidates following a short discussion period.

**Article V: Vacancies, Special Elections, and Impeachment**

Section 1: If a vacancy occurs in any of the Executive Board positions, a special election shall be held. Upon a vacancy in the office of President, the Vice-president shall assume the duties of
President until the special election can be held.

Section 2: The special election shall occur at the next general body meeting following a one week notification to the general membership in advance of the election. Nominations for the vacant office shall be accepted at the meeting.

Section 1: Any Executive Board member may be removed from office for failure to complete his or her duties or for misrepresenting the organization to the student body. Any member may propose a motion during a general body meeting, requiring a second, to remove an officer. Upon a vote of two-thirds of those present, the member shall be removed from office.

Article VII: Meetings and Operations

Section 1: Meetings shall occur on a biweekly basis, or if any other circumstances call for an emergency meeting, the purpose of which shall be communicated at least 48 hours in advance. Meeting times and places shall be in the Undergraduate lounge, room 306 of the White Building.

Section 3: The President shall conduct the meeting according to an agenda set by the Executive Board prior to the general meeting.

Section 4: A quorum shall be necessary to conduct official business and shall consist of a minimum of ten members.

Section 5: Events and projects shall be headed and organized by the Event Coordinator or an event committee as appointed by the President.

Article VIII: Amendments

Section 1: An amendment may be proposed by any member during any general meeting, requiring a second. The proposed amendment shall be discussed then tabled for the next meeting.

Section 2: A written version of the amendment must be approved or rejected at the next general meeting following the proposal. The amendment must be approved by two-thirds of the Executive Board members and two-thirds of the membership.