

**Article I.** Name

The name of this organization shall be the Energy Association (EA). Within the contents of this document, EA shall refer to the organization.

**Article II.** Purpose

The primary purpose of the Energy Association is to educate its members and the general student body on the energy sector and the multitude of opportunities which exist within it.

**Article III.** Membership

**Section 1.** Membership to the Energy Association is available to all students of the University of Houston, and affiliates, interested in the energy sector.

**Section 2.** Membership will be divided up into two categories: Freshmen and Active

**Section 3.** In order for students to be eligible for active membership they must meet certain qualifications.

**Subsection 1.** A student at the University of Houston, or one of its Satellite Affiliates, and a sophomore or higher in collegiate status.

**Subsection 2.** A cumulative GPA of 2.0

**Subsection 3.** A student may not join if there is any physical record of ethical wrong doings within the University of Houston, i.e. violations of the Bauer code of ethics or comparable codes.

**Subsection 4.** A student may be ineligible if 2/3 of officers are in favor of rejecting a students application on the grounds of unprofessionalism, misbehavior, unethical actions, or misconduct if these actions are witnessed by one of the presiding officers, even if it does not lead to action taken by the university.

**Section 4.** In order for students to be eligible for Freshmen membership they must meet certain qualifications.

**Subsection 1.** A student at the University of Houston, or one of its Satellite affiliates, and less than 30 cumulative hours taken.

**Subsection 2.** There is no GPA requirement for freshman membership.

**Subsection 3.** All other criteria for active membership is applicable.

**Section 5.** Students may apply for membership via our website, [www.bauer.uh.edu/tea](http://www.bauer.uh.edu/tea), or by paper application. Paper applications will be available at all EA professional meetings and events.

**Subsection 1.** Paper applications shall be submitted to either the President, Vice President, or Public Relations officer and filed in the appropriate place.

**Section 6.** After approval, dues are to be paid and collected no later than the end of the 1<sup>st</sup> week of the third month of the current semester.

**Subsection 1.** Students may join after this date has concluded, however, they will remain ineligible to participate in the ongoing scholarship competition(s).

**Subsection 2.** Dues are listed as \$35.00 per semester or \$55.00 annually for active membership

**Subsection 3.** Dues are listed as \$20.00 per semester or \$35.00 annually for freshman members.

**Section 7.** A point system will be implemented in order to track member participation and aid in evaluating a semester's performance. The system is broken down as follows:

Professional meetings.....10 points

Committee Participation.....5 points

Competition Participation.....5 points

Energy Association Events.....3 points

Membership referral.....1 point

Energy Association Extra Curriculars.....1 point

**Subsection 1.** Members may have points deducted if they fail to attend registered events and meetings, or display inappropriate conduct at any EA function.

**Subsection 2.** Points will be displayed and updated continuously on the EA website.

**Subsection 3.** Events can include, but are not limited to, corporate tours, field trips, and sponsorship appreciation events.

**Subsection 4.** Extra Curriculars include non formal gatherings and functions such as intramural sports, the EA book club, and study groups. Points will be given to those in charge of these functions.

**Subsection 5.** Officers will be allowed to allocate points on a merit basis, pending approval by the president and vice president.

**Subsection 6.** Points can be used to allocate a scholarship to members based on participation pending a unanimous consensus by all officers.

**Section 8.** The rights and privileges of active membership are as follows:

**Subsection 1.** Direct access to EA job bank

**Subsection 2.** Ability to post personal resume on EA website, pending approval

**Subsection 3.** The opportunity to attend and participate in all EA functions

**Subsection 4.** The opportunity to participate in ALL scholarship competitions

**Subsection 5.** Eligibility to run for an officers position (REF. Article IV)

**Subsection 6.** Eligibility to participate in any EA committee

**Subsection A-** Committees are established and ran by Energy Association officers and open for all members to participate in. (REF. Article IV)

**Subsection 7.** Eligibility to vote in all EA elections

**Subsection 8.** Inspect official EA documentation

**Section 9.** The rights and privileges of freshman members are as follows:

**Subsection 1.** The opportunity to attend and participate in all EA functions excluding the Engineering and Project Finance competition.

**Subsection 2.** Eligibility to participate in all any EA committee.

**Subsection A-** Committees are established and ran by Energy Association officers and open for all members to participate in. (REF. Article IV)

**Subsection 3.** Eligibility to vote in all EA elections.

**Subsection 4.** Eligibility to become active members once criteria stated in Article III Section 3 are met.

**Article V.** Officers

**Section 1.** President

**Subsection 1:** Eligibility and responsibilities of position:

- Candidate must hold an officer's position within EA.
- He/she shall adhere strictly to the Bauer code of ethics and all student government regulations.
- He/she shall maintain a G. P. A. of no lower than 3.00
- He/she shall ensure E. A. is continuously moving forward in accordance to the organization mission and vision.
- He/she shall work with all other positions to create opportunities for the betterment of the organization and to the benefit of all members.
- He/she shall be the figurehead at any public event, unless duties are delegated.
- He/she shall continuously educate themselves with the dealings of the energy sector and maintain a fluid knowledge of current events.
- He/she shall attend all functions unless a prior obligation of equal or greater importance takes precedent.
- He/she shall oversee and maintain a balanced budget and hold the final say as to the allocation and appropriation of funds. Misuse of funds will be an automatic expulsion from E. A. and result in prosecution to the fullest extent from both E. A. and the University of Houston
- He/she holds the authority and is expected to create and/or oversee committees responsible for various activities within the organization.

**Section 2.** Vice President

**Subsection 1:** Eligibility and responsibilities of position:

- Candidate must hold an officer's position within EA.
- He/she shall adhere strictly to the Bauer code of ethics and all student government regulations.
- He/she shall maintain a G. P. A. of no lower than 2.75
- He/she shall ensure E. A. is continuously moving forward in accordance to the organization mission and vision.
- He/she shall maintain objectivity and evaluate proposals from the President.

- He/she shall work with the Treasurer and maintain monthly financial reports and develop end of semester financial statements to be distributed to sponsors.
- He/she shall continuously educate themselves with the dealings of the energy sector and maintain a fluid knowledge of current events.
- He/she shall attend all functions unless a prior obligation of equal or greater importance takes precedent.
- He/she shall help the President oversee and maintain a balanced budget and aid in the allocation and appropriation of funds. Misuse of funds will be an automatic expulsion from E. A. and result in prosecution to the fullest extent from both E. A. and the University of Houston
- He/she shall act on behalf of the President at E A functions in the instance of his or her absence.

### **Section 3. Corporate Relations**

#### **Subsection 1: Eligibility and responsibilities of position:**

- Candidate must submit resume and obtain approval through interview process.
- He/she shall adhere strictly to the Bauer code of ethics and all student government regulations.
- He/she shall maintain a G. P. A. of no lower than 2.75
- He/she shall ensure E. A. is continuously moving forward in accordance to the organization mission and vision.
- He/she must possess the ability to present and sell to potential sponsors
- He/she must be well read on E. A. functions and events and always promote the organization at a given opportunity.
- He/she shall be present at all sponsorship sales calls unless a prior obligation of equal or greater importance takes precedent.
- He/she holds the authority to initiate contact with a firm if it is in the best interest of the organization.
- He/she will not sign new sponsors or reserve dates without the approval of the President and Vice President.
- He/she shall maintain relationships with existing and new sponsors and coordinate with operations to ensure all benefits are being satisfied.

### **Section 4. Treasurer**

#### **Subsection 1: Eligibility and responsibilities of position:**

- Candidate must submit resume and obtain approval through interview process.
- Candidate must have completed Financial & Managerial accounting.
- He/she shall adhere strictly to the Bauer code of ethics and all student government regulations.
- He/she shall maintain a G. P. A. of no lower than 2.75

- He/she shall ensure E. A. is continuously moving forward in accordance to the organization mission and vision.
- He/she is responsible for the timely collection of all membership dues and maintaining the membership database.
- He/she shall ensure the completion of all monthly financial statements and end of semester reports.
- He/she is authorized to establish a necessary committee to aid in the completion of said statements.
- He/she shall advise on allocation and appropriation of funds received and aid in maintaining a balanced budget. Misuse of funds will be an automatic expulsion from E. A. and result in prosecution to the fullest extent from both E. A. and the University of Houston.

### **Section 5. Operations Director**

#### **Subsection 1: Eligibility and responsibilities of position:**

- He/she shall adhere strictly to the Bauer code of ethics and all student government regulations.
- He/she shall maintain a G. P. A. of no lower than 2.75
- He/she shall ensure E. A. is continuously moving forward in accordance to the organization mission and vision.
- He/she shall ensure all logistical issues are completed for all E. A. functions.
- He/she shall report directly to the President and Treasurer with cost estimations for all events.
- He/she holds the authority and is expected to create and manage a committee to aid in logistical issues.

### **Section 6. Public Relations Director**

#### **Subsection 1: Eligibility and responsibilities of position.**

- He/she shall adhere strictly to the Bauer code of ethics and all student government regulations.
- He/she shall maintain a G. P. A. of no lower than 2.75
- He/she shall ensure E. A. is continuously moving forward in accordance to the organization mission and vision.
- He/she shall attend all functions unless a prior obligation of equal or greater importance takes precedent.
- He/she is responsible for the continual upkeep and updating of the Energy Association website.
- He/she is directly responsible for developing strategies to actively pursue new members.
- He/she is authorized to create a committee to aid in membership development.
- He/she is not authorized access to funding and must first coordinate with two of the following three persons: the treasurer, president, or vice president

## **Section 7. Research Director**

### **Subsection 1:** Eligibility and responsibilities of position.

- He/she shall adhere strictly to the Bauer code of ethics and all student government regulations.
- He/she shall maintain a G. P. A. of no lower than 2.75
- He/she shall ensure E. A. is continuously moving forward in accordance to the organization mission and vision.
- He/she shall attend all functions unless a prior obligation of equal or greater importance takes precedent.
- He/she is authorized to create a committee to aid in membership development.
- Must have served on Research Committee in prior semesters.
- He/she is not authorized access to funding and must first coordinate with two of the following three persons: the treasurer, president, or vice president.
- He/she is responsible for continually updating and administering EA blog, Energy Advisor, and book club.

**Section 8.** In addition to the above mentioned criteria, only those active members within the top half of point accumulation shall be eligible to run.

**Section 9.** No officer may commit the funds of EA to any third party without the consent of any two of the three following: President, Vice President, and Treasurer.

## **Article V. Removal of Officers**

**Section 1.** Officers shall be removed from position should they fail meet any of the specific eligibility requirements and duties described in Article V.

**Section 2.** A vote for impeachment can be called by any officer or by a signed petition with no less than ½ of active member's signatures.

**Subsection 1.** Impeachment vote will be open to all members and held at a special meeting called to session by the presiding president.

**Subsection 2.** Removal from office will take place if a 2/3 majority votes in favor of removal.

**Subsection 3.** Replacement shall be voted in by officers only and the term will last for the remainder of the semester.

**Subsection A-** A 2/3 majority or greater of officers is necessary for the replacement to take office.

## **Article VI. General Elections**

### **Section 1. Timing of Elections**

**Subsection 1.** Elections will be held during the five days following the second to last Professional meeting.

**Subsection 2.** Members will cast votes via online ballot.

**Section 2.** Candidates will be allotted a 3-5 minute time slot to campaign at the conclusion of the second to last meeting.

**Section 3.** All candidates are allowed to create promotional materials and distribute it to EA members

**Section 4.** All candidates running for an officer's position must meet the qualifications of that respective position listed in Article V.

## **Article VII.** Meetings

**Section 1.** Professional meetings will be held on Tuesday evenings on dates determined by the leadership team.

**Subsection 1.** Days of the week are subject to change depending on discretion of the current leadership team.

**Section 2.** Food and beverages will be served from 6:30 pm to 7:00 pm.

**Section 3.** Speakers will be introduced promptly at 7:00 pm and speak for no more than 45 minutes. A question and answer session will follow for approximately 15 minutes. Meetings will conclude after the Q&A session.

**Section 4.** Officers meetings will be called when necessary by either the President or Vice President. Attendance is required by all current officers unless otherwise instructed.

**Section 5.** Special meetings shall be called by the presiding president for the purposes of an emergency vote and open to all EA members.

## **Article VIII.** Amendments

**Section 1.** Amendments can be offered by active members and officers

**Section 2.** Amendments can only be ratified by a 2/3 majority of officers