



Organizational Bylaws May 10, 2009

Authors: SPEED members

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1. Name

1.1. The name of the organization in full is the Student Platform for Engineering Education Development, also known as SPEED.

2. Purpose

2.1. The purpose of SPEED is to advance engineering education (EE) by providing a platform for global communication about EE among students as well as between students and other stakeholders, building a support network for students, and empowering students interested in EE to take action locally and globally in improving their own educational environments. By facilitating student action in this manner, SPEED provides a necessary perspective to EE policymakers to promote an EE system that is productive, inclusive, and forward-thinking.

2.2. To achieve this purpose, actions of the organization include, but are not limited to, the organization of an annual "Global Student Forum", facilitating local events, and providing resources for the development of professional skills for students.

3. Membership

3.1. There is no membership fee.

3.2. Members of SPEED are current students in an institution of higher education or students who have graduated less than a year prior who can contribute to the advancement of the organization. Priority is given to students whose backgrounds and experiences will enhance both the quality and diversity of perspectives in the organization.

3.3. Members are selected by the Executive Committee, based on a one-page written expression of motivation describing experiences (e.g., background, competencies, skills) and goals for participation in the organization. Members of the Executive Committee have one week to voice any objections to a prospective member's application. Any student may apply.

3.4. To maintain membership, members must have voted in the last calendar year. There is no limit on the number of members in the organization.

3.5. One year after a member graduates from his/her institution, s/he becomes an "alumna/alumnus" and is no longer a member. When the member becomes an alumna/alumnus, s/he cannot vote or serve on the Executive Council. The member's participation then shifts to alumni member status.

- 3.6. Exclusion of members will be on a case-by-case basis, at the discretion of the Executive Committee. A unanimous vote by the Executive Committee is necessary for exclusion. If the case should arise that a member of the Executive Committee must be excluded, a unanimous vote of the other four Executive Committee members is necessary. Actions that might constitute grounds for exclusion include, but are not limited to, offensive remarks or behavior towards another SPEED member, misappropriation of SPEED funds, or violation of a democratically-taken decision. Reasoning for exclusion must be made public to all SPEED members.
- 3.7. Members have the right to vote.

4. General Assembly

- 4.1. The General Assembly is the main decision-making body of SPEED, composed of all members of the organization. It convenes once a year.
- 4.2. The General Assembly deliberates on issues including, but not limited to, the election of the Executive Committee, major decisions for SPEED's strategy, and any proposed amendment to the bylaws. It is responsible for reviewing the budgets and organizational proceedings for the year, including the organization's and the organization's leaders' performance, as well as deliberating and/or voting on any other issue raised by SPEED members.
- 4.3. Resources may limit the number of SPEED members who can physically be present at the assembly; those not present participate and vote virtually.
- 4.4. Decision-making may happen outside of the General Assembly for ad-hoc issues, and deliberations and voting are then conducted virtually.
- 4.5. A simple majority of members is necessary for quorum.

5. Executive Committee

- 5.1. Executive Committee members comprise the following positions:
 - 5.1.1. President: legal representative of SPEED, responsible for the overall coordination and strategy of SPEED.
 - 5.1.2. Vice-President – Industry Relations: responsible to initiate and maintain good relationship with all industry partners.
 - 5.1.3. Vice-President – Member Relations: responsible to stay in touch with all members and share the all information with members
 - 5.1.4. Vice-President – Partner Organizations: responsible to maintain contact with SPEED's associated organizations
 - 5.1.5. Vice-President – Finance: in charge of sponsorship coordination and fund-raising, budgets, and accounting
 - 5.1.6. Vice-President – Educational Content: will consult, monitor and take care of the educational content in all SPEED activities across the world
 - 5.1.7. Vice-President – Administration: is charge for all SPEED administration work
 - 5.1.8. Vice-President - Asia: is accountable of all SPEED activities in the Asia.
 - 5.1.9. Vice-President – Latin America: is accountable of all SPEED activities in the Latin America.
- 5.2. All Executive Committee members work together to coordinate the implementation of these tasks. They keep members apprised of decisions made. The term of the President is 2 years and other members of executive committee members is 1 year. The Executive Committee decides internally on any procedures governing its work.

6. Working Groups

- 6.1. The Executive Committee is allowed to establish ad-hoc working groups that contribute to the purpose of SPEED and to arrange for the nomination and election of their coordinators.

7. Board of Advisors

- 7.1. The Board of Advisors helps SPEED to focus on the relevant issues that relate to the organization's purpose, supports the Executive Committee with managerial and organizational experience, and acts as a source of contacts for networking and fund raising purposes. It consists of key individuals who can provide exceptional knowledge and resources for achieving SPEED's purpose.
- 7.2. Prospective members of the Board of Advisors are invited by the Executive Committee. Members considered may be SPEED alumni, industry leaders, eminent representatives of academia, etc., especially policymakers in positions to enact the developments SPEED supports. The number of board members is determined by the Executive Committee.

8. Meeting

- 8.1. One main in-person meeting is held annually where all members are invited. This is designated the annual "General Assembly".
- 8.2. The Executive Committee meets with a regular frequency (detailed in the Operating Procedures); members meet online in addition to the annual meeting with a regular frequency in order to decide the direction of the organization and its specific initiatives. Ad-hoc meetings may be called by the Executive Committee should the need arise.

9. Elections and Voting

- 9.1. Candidates for the Executive Committee are nominated then voted on by all members at the General Assembly.
- 9.2. Candidates must be nominated by a SPEED member (may be self-nominated). Other members can second these nominations. It is allowable to have a single nominee for a position if no other candidate is put forth.
- 9.3. Candidates must receive a simple majority for their position. If they do not, a run-off with the top two candidates will be held.
- 9.4. Voting for issues besides Executive Committee, amendments, budgets, and proceedings may be done outside of the General Assembly.
- 9.5. All SPEED members may vote (including remotely) at the General Assembly. Further voting protocol are detailed in the Operating Procedures.
- 9.6. If a SPEED officer leaves school during his/her term of office, he/she may continue as an officer until his/her membership changes to alumni status. If he/she is unable or unwilling to continue in the role, an ad hoc election will be held. If a temporary or permanent substitute is immediately needed, the Executive Committee may nominate a SPEED member.

10. Finances

- 10.1. The fiscal year is defined as the calendar year, beginning in January and ending in December.
- 10.2. All spending decisions must be approved by the President and the Financial Officer; these posts have the authority to delegate spending power for a particular initiative or event to the responsible for that purpose.
- 10.3. A general budget for resources raised must be approved by the General Assembly.
- 10.4. Periodic external auditing of finances will be instituted.

11. Dissolution

- 11.1. Dissolution is decided by a 2/3 majority vote of all members. Any monetary or physical assets are then donated to UNICEF.

12. Amendments

- 12.1. To make permanent changes to the bylaws of SPEED, an amendment is required. The amendment is decided by a vote on the proposed amendment at the General Assembly. A 2/3 majority of members is required to pass an amendment.

12.2. The specific details describing the actions required to carry out the bylaws are defined in the official SPEED Operating Procedures document.