

# **SolidWorks and CAD Club Constitution**

*Revised 11/11/24*

## **Article I: Name**

The name of this organization shall be “SolidWorks and CAD Club” at Iowa State University.

## **Article II: Purpose**

The SolidWorks and CAD Club was created to grant students the opportunity to enhance their CAD skills and share helpful points from industry experience with other students in their major. The focus of this club is on the program SolidWorks, but will also include other CAD and programming software such as AutoCAD, Inventor, and more! SolidWorks is primarily used due to its role in university courses. Other programs will be added based on student demand.

## **Article III: Statement of Compliance**

SolidWorks and CAD Club abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. SolidWorks and CAD Club agrees to annually complete President’s Training, Treasurer’s Training, and Adviser Training.

## **Article IV: Non-Discrimination Statement**

Iowa State University SolidWorks and CAD Club does not discriminate on the basis of genetic information, pregnancy, physical or mental disability, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, gender identity, or status as a U.S Veteran.

## **Article V: Membership**

Membership shall be open to all registered students at Iowa State University.

## **Article VI: Risk Management**

The role of the Risk Management officer is to

- a. Help minimize potential risks for club activities,
- b. Recommend risk management policies or procedures to SolidWorks and CAD Club,
- c. To submit documentation to ISU’s Risk Management Office and
- d. To ensure that Iowa State University policies are followed at all of the organization’s events and
- e. To ensure that proper waivers and background checks are on file with Risk Management for events (if applicable)

## **Article VII: Officers**

### **Section 1: The Executive Board**

The Executive Board shall consist of the officers holding the following positions:

1. President
2. Vice- President
3. Treasurer
4. ~~Public Relations~~ Outreach Chair
5. Risk Manager
6. Activities Chair
7. Senior Class Representative
8. Junior Class Representative
9. Sophomore Class Representative
10. Freshman Class Representative

### **Section 2: Requirements for Executive Officer**

In accordance with the policies of Iowa State University, all the Executive Officers of SolidWorks and CAD Club must meet the following requirements:

- (a) Be in good standing with the university and enrolled: at least half time (six or more credit hours), if an undergraduate student during the term of office, and at least half time (four or more credits), if a graduate level student during their term of office.
- (b) Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office. For undergraduate, graduate, and professional students, the minimum GPA is 2.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.
- (c) Officers must be at least a sophomore by credit and must have completed at least one CAD related course.
- (d) Officers must have obtained their CSWA certification

Students will be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a), (b), and (c).

Excluding the roles of President, Vice President and Treasurer members may hold more than one position at any given time.

### **Section 3: Elections and Appointments**

Elections will take place during the month of November or December, annually. All members of the organization are allowed to run for any Executive Position, so long as they are nominated in advance by another member. Voting Members of the organization also have the option to decline any nominations that they receive.

A voting member shall be defined as any member or person who attended a minimum of 1/3 of the club's meetings during the current semester at the time of the election. (Ex. Over weekly meetings they need to attend at least 4 meetings)

Executive Officers will be elected by a majority vote of the general membership.

In the event that an Executive Officer can no longer maintain his/her position, a majority vote of the general membership will be held to elect a member to fill the vacant position. The vote will take place at the next general meeting immediately following the officer's exit from his/her position. All members including current Executive Officers are eligible to run for the vacant position without a nomination. Elections decided by a majority vote will be utilized until all vacant positions have been filled.

The position of "Class Representative" shall be appointable by a majority vote of the current executive team. The limit is one Class Representative per academic classification based on number of semesters enrolled in Iowa State University.

#### **Section 4: Terms of Office**

All terms for Executive Officer positions will begin in May following the end of the spring semester and will last until May of the end of the following spring semester. In the event that a vacant position must be filled during a semester, an elected Executive Officer will begin his/her term immediately after election and proceed to hold office until the end of May of the current or upcoming spring semester.

During the overlapping semester, Fall officers will retain their titles while training the new officers and dividing the work amongst themselves.

The Treasurer is the only exception to the terms for Executive Officer. The Treasurer will begin their term immediately after completing Treasurer's Training in the fall and will hold office until the end of May of the spring semester.

#### **Section 5: Executive Officers**

The following are the Executive Officer positions and their responsibilities:

1. President
  - Facilitate interactions between various members of the organization to create a professional and impactful club
  - Assist members of the organization with developing verbal, written, and electronic communication skills
  - Organize and preside over both Executive and general meetings for the organization
  - Serve as the primary contact for the organization's business and university relations
  - Complete President's Training
  - Electronic & verbal communication
  - ~~Plan and execute meetings~~
2. Vice-President
  - Preside over both Executive and general meetings for the organization in the absence of the President
  - Assist members of the organization with developing verbal, written, and electronic communication skills
  - Serve as the secondary contact for the organization's business and university relations
  - Review President's Training
  - Oversees the activity planning and delegation of preparation to club meetings
  - Manage flow of all official meetings
3. Treasurer

- Maintain a real-time account ledger for the organization that is accessible for all Executive Officers
  - Develop club budget and present to executive team for two-thirds approval
  - Manage the finances of the organization and keep a record of all transactions made
  - Recommend appropriate allocations for funds among different projects pursued by members of the organization
  - Raise funds for the organization through donations, sponsorship, and other fundraising activities
  - Serve as the primary contact for sponsors and the Government of the Student Body
  - Complete Treasurer's Training
  - Oversee the modification and creation of governing documents for the club
  - Draft and organize summaries of club activities including but not limited to executive team meetings, club meetings, and certification exams.
4. ~~Public Relations~~ Outreach Chair
- Network with clubs, organizations and companies outside of SolidWorks and CAD Club in order to further the association.
  - Set up recruiting events and outreach events for the organization
  - Contact potential sponsors for the club
  - Keep club in good standing with the university
5. Risk Manager
- Ensure that members have the necessary training or certification required to participate in the organization's events and activities
  - Prevent legal issues through inspection of actions and liabilities taken on by the club
  - Alert the other Executive Officers to any conflicts that occur within the organization
  - Help to resolve any problems with university, business, or other relations in a responsible and respectful manner
  - Review Risk Management portion of President's Training
  - Control the exam codes administered and the level of qualifications allowing active members to achieve access to an exam code.
6. Practice Activities Chair
- Oversee the creation and organization of all practice activities
  - Manage the organization and assignment of activities on canvas to different sections
  - Verify that new activities are always being created
  - Maintain a Catalog of activities and answers
7. Class Representatives
- Assist in creating club activities.
  - Participate in all executive and general team meetings.
  - Assist any executive member in fulfilling their duties.

## **Section 6: Termination of an Officer**

In the event that an Executive Officer's position is terminated by the officer himself/herself, the procedure described in Article VII Section 3 will be followed to elect a new officer for the vacant position.

Should an Executive Officer fail to maintain his/her position, exhibit behavior detrimental to the organization, or break University, Local, State or Federal laws, they may be subject to impeachment from

their officer position. The impeachment process can be initiated by any of the other members of the Executive Board. The following steps will take place in order during an impeachment process:

1. While an impeachment process can be initiated by any Executive Officer, to continue the impeachment process a vote must be held at the next Executive Meeting with all of the other members of the Executive Board in attendance. A three-quarters vote is required to continue the impeachment process among all the Executive Officers, excluding the officer considered for impeachment. It is at the discretion of the officer who is accused of wrongdoing whether or not they will attend the meeting. If they do choose to attend, they will have an opportunity to defend their position in front of the Executive Board.
2. If the impeachment process is pursued, a vote will be held at the next general meeting to decide whether the officer will be impeached or not. All attending members can vote but can also abstain from voting. The officer accused of wrongdoing will be given the opportunity to speak for ten minutes before a vote takes place if they choose to attend the meeting. If the majority of voters are in favor of impeachment, then the officer will be removed from his/her position effective immediately.
3. The process to elect a new officer is the same as described in Article VII Section 3 and will take place at the next general meeting.

The impeachment process as described above also applies to a Faculty Adviser accused of wrongdoing, consistent with the same standards applied to officers.

### **Article VIII: Adviser**

A Faculty Adviser for SolidWorks and CAD Club will have the following responsibilities:

- Regularly communicate with the Executive Officers and meet when necessary
- Approve all major expenditures and events
- Advise the organization in such a way as to operate in conformity with the policies of Iowa State University, the Student Engagement, and the Office of Risk Management

An adviser for the organization must be elected by a three-quarters vote of the Executive Board. Such a vote will take place at the last Executive Meeting of the semester in which a new Faculty Adviser must be elected. Prior to the vote, the Executive Officers will be responsible for generating a list of candidates that are willing to take on the role of Faculty Adviser if elected. The newly elected adviser will have the opportunity to maintain their position as long as he/she is employed by Iowa State University.

The position of adviser is a life appointment. An adviser's term shall only be terminated by death, resignation, or if they are found unfit to continue service by all the elected officers and other advisers.

In the event of an advisor's removal the executive officers will convene in order to purpose and vote on a new faculty advisor.

\*\*The impeachment process as described in Article VII Section 6 also applies to a Faculty Adviser accused of wrongdoing, consistent with the same standards applied to officers.\*\*

## **Article IX Finances:**

### **Section 1: Accounting**

All finances shall be handled by the Treasurer. In accordance with Iowa State University policy, all monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 48 hours after collection. The Adviser to this organization must approve and sign each expenditure before payment.

### **Section 2: Dues**

There are no dues at the time of conception of the SolidWorks and CAD Club. If club members feel that dues are needed, a majority vote must be obtained in favor of paying dues.

### **Section 3: Ethical Use of Monies**

The handling of the monies obtained by the organization will be at the discretion of the Executive Board and the Faculty Adviser. All disbursements of money may only occur for activities, certifications, fabrications, events, travel, branding, marketing and advertising, production of media, and purchases of equipment, related to the organization's mission. Any members of the organization found to be using the monies of the organization unethically will be subject to discipline, which could include termination.

## **Article X: Amendments and Ratification**

An amendment can be proposed by any member of the organization at any general meeting. The member must thoroughly explain the proposed amendment at least fourteen days (2 weeks) prior to the general membership voting on the amendment. A minimum of ten minutes will be allocated to the general meeting for the member to explain his/her proposed amendment.

A three-quarters vote by the general membership of SolidWorks and CAD Club will pass any proposed amendment. After ratification of the proposed amendment, an updated constitution will be submitted within 10 days to Student Engagement for approval.