**Constitution of Structural Engineering Institute Graduate Student Chapter (SEI GSC)**

**Created September 4, 2023**

# **Name**

## The name of this organization shall be Structural Engineering Institute Graduate Student Chapter at Iowa State University, referred to herein as SEI GSC@ISU

# **Purpose**

## The purpose of SEI GSC@ISU is to foster a strong and supportive network of peers, faculty, and industry professionals. Through networking events, conferences, and mentorship programs, we provide opportunities for our members to establish valuable connections that can help shape their future career paths. We aim to facilitate the exchange of knowledge and ideas within the structural engineering community.

# **Statement of Compliance**

## SEI GSC@ISU abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. SEI GSC@ISU agrees to annually complete President’s and Treasurer’s Training.

# **Non-Discrimination Statement**

## Iowa State University and SEI GSC@ISU do 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.

# **Membership**

## *Requirements*

## Membership shall be open to all registered graduate students in good standing at Iowa State University.

## *Removal*

1. Reasons for removal may include, but are not limited to, use of derogatory language, bullying, harassment, theft, repeated disruptions during meetings, or any other action deemed unacceptable by the current Student Disciplinary Regulations (Code of Conduct).
2. The removal process may be initiated by any member of the organization.
	* A formal call for removal must first be brought to the officers of the organization. A member may call for removal of another member by emailing the President of the organization and requesting to discuss their concerns at the nearest officer meeting.
	* Officers must have a majority vote of approval to move the removal process to a general membership vote. Officers will vote by show of hands.
3. Membership may be revoked by a majority vote of club membership present at the voting meeting.
4. Voting will be conducted by secret ballot at a general meeting.
	* The voting method will be an anonymous virtual form or secret paper ballot (method decided by organization officers).
5. The member in question must be provided a summary of the reasons for removal at least one week in advance of the general membership vote.
6. The vote will be announced at least one week prior to the meeting with a summary of the reasons for removal.
7. The member will be allowed to speak to the membership for a maximum of 5 minutes before voting occurs. The member in question will be asked to leave the meeting while deliberation and voting commences. The member in question will be informed of the results and be allowed access to the ballots if requested.
8. The member in question may attempt to appeal the results of the vote by contacting the Advisor of the organization and submitting a written statement. The advisor must respond with their decision within 10 days. No secondary appeals will be permitted.
9. Member in question may request reinstatement 365 days after removal.
	* Member must submit a written request for reinstatement to officers.
	* Officers must reach a unanimous vote through a show of hands to reinstate member.

# **Officers**

## **Election of officers**, which require a simple majority vote from the general membership, will be held during the last general meeting before May 1st. If a candidate fails to receive a majority of votes, a runoff election will be held with the top two candidates that received the most votes. Members interested in becoming an officer must meet academic requirements as established by the Student Organization Recognition Policy.

## The term of office will be one full year (May 1st to April 30th). All officers shall comprise the Executive Committee of the organization. The Executive Committee shall meet in addition to regular organization meetings. The Executive Committee shall appoint such committees that are needed to carry out organization goals.

## The officers of this organization must meet the following requirements:

### 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.

### Be in good standing with the university and enrolled: at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office, and at least half time (four or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.

### Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).

## Duties and general responsibilities of the Executive Committee members:

### President

#### Facilitate officer meetings and general meetings.

#### Oversee the activities of the officers and general membership.

#### Maintains record of membership in the student organization database.

#### Serve as the Risk Management Officer to (a) help minimize potential risks for club activities, (b) recommend risk management policies or procedures, (c) to submit documentation to ISU’s Risk Management Office and (d) to ensure that proper waivers and background checks are on file with Risk Management for events.

#### Maintain contact with the Advisor regarding organization activities and concerns

#### Complete all trainings as required by Iowa State University policy.

### Treasurer

#### Manage the club’s finances.

#### Hold the club’s purchasing card (p-card) and assigns additional p-card(s) to other designated club members.

#### Maintain the club’s budget and work with officers to determine spending allowances.

#### Collect dues at the beginning of each semester.

#### Work with Advisor to approve each expenditure before payment.

#### Complete all trainings as required by Iowa State University policy.

## Officer removal/replacement: If a situation arises in which an Executive Board Officer fails to fulfill assigned duties as specified in this constitution:

## The SEI GSC@ISU Faculty Advisor and President shall discuss the matter with the officer in question.

## If the situation persists, the issue shall be discussed at an Executive Board meeting.

## If the Executive Board deems it appropriate, an impeachment vote shall be held. A simple majority of the SEI GSC@ISU Board Members present shall be considered sufficient to remove an officer from the Executive Board. Voting will be conducted by an anonymous virtual form or secret ballot at an Executive Board meeting (method decided by officers). The person being impeached is allowed to speak and be present before the final vote but not while the vote is being conducted.

## Grounds for removal include but are not limited to improper use of the purchasing card, failure to uphold the responsibilities of the position, more than two unexcused absences from council meetings, or inappropriate attitudes/comments/actions towards another board member or general member.

## Vacant Board positions will be announced via e-mail and/or at a general meeting. Any interested candidates for these positions shall submit a standard application to the Executive Board at least one week before the meeting at which elections are to take place. Elections will be held at the next Executive Board meeting.

# **ADVISOR**

## *Duties*

## The duties of the advisor are to provide general oversight to the group and to ensure that the organization is complying with the standards set forth by Iowa State University and Memorial Union Student Engagement.

## *Method of Selection*

## a. Advisor candidates shall be verbally nominated by officers at a pre-determined officer meeting.

## b. A candidate may be elected through a majority vote of officers.

## Officers will vote through a show of hands.

## All officers must be present for a vote to occur.

## c. Once a candidate is selected, the President will contact the Advisor candidate to offer the position.

## d. If the Advisor candidate declines, the officers of the organization will repeat steps (a)-(c).

## *Terms of Service*

## The Advisor of the organization shall serve at their leisure.

## *Impeachment/Removal*

## a. The Advisor can be removed from their position by a unanimous vote of club officers at an officer meeting.

## Grounds for removal include, but are not limited to, failure to uphold the responsibilities of the position, use of derogatory language, bullying, harassment, theft, repeated disruptions during meetings, or any other action deemed unacceptable by current Disciplinary Regulations.

## b. The Advisor must be notified and given reason for removal at least one week prior to voting.

## c. The Advisor will be given the opportunity to speak in front of the club officers before a final decision is made. The Advisor may speak for 5 minutes, then they must leave the room while voting and deliberation occurs.

## d. The Advisor will be notified of the decision via email.

## *Replacement*

## In the event an Advisor must be replaced, the method of selection shall be the same as described in Article VII Section 2.

# **Finances**

## 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.

## Upon disbandment of SEI GSC@ISU, all funds and properties in excess of liabilities and expenses of dissolution will be distributed as determined by a majority of officers.

## All members must pay dues according to the schedule set forth by Structural Engineering Institute (SEI). The executive committee may request membership dues in addition to SEI membership by three-fourths vote of officers. The dues for SEI GSC@ISU membership must not exceed fifty dollars annually for any one member.

# **Amendments & Ratifications**

## a. The amendment process may be initiated by any club member.

## Requests for amendment must be submitted in writing to the club officers

## The officers must have a majority vote of approval to move the amendment to a general membership vote.

## Officers will vote through a show of hands.

## b. The proposed amendment must be presented to general membership at least one week before the vote.

## c. Constitution may be amended by a majority vote of club membership present at the meeting.

## Voting will take place at a club meeting.

## Voting will be conducted by show of hands.

## d. Amendments to the organization’s constitution must be submitted to Student Engagement within 10 days for approval.

## e. In the event a constitution is rejected because it does not meet Iowa State University policy and/or constitution requirements, the following may occur.

## Any changes to bring the constitution into compliance may be made with unanimous approval from the President, Treasurer, and Advisor.

## Notification of these changes must be communicated at the next full organizational meeting.