

Constitution of  
**QT Engineers**  
At Iowa State University

Last Revised: February 12, 2025

## **Article I – Name**

The name of this organization shall be QT Engineers at Iowa State University.

## **Article II – Purpose**

QT Engineers at Iowa State University is a student organization dedicated to fostering an inclusive and supportive community for LGBTQ+ and allied students in engineering and related STEM fields. Our mission is to promote the recruitment, retention, and professional development of queer and underrepresented individuals in STEM through:

1. Academic and Peer Support – Providing mentorship, study groups, and networking opportunities to enhance student success.
2. Career Development – Connecting members with industry professionals and career resources tailored to diverse identities.
3. Community Engagement and Recruitment – Building a welcoming space through social events, collaborations with other student organizations, and outreach to prospective students.

## **Article III – Statement of Compliance**

QT Engineers abides by and supports established Iowa State University policies and state and Federal Laws and follows local ordinances and regulations. QT Engineers agrees to complete the President’s and Treasurer’s Training annually.

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

Iowa State University and QT Engineers do not discriminate based on 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**

### Section 1: Requirements

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

### Section 2: Removal

- a. Reasons for removal may include, but are not limited to, the 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).
- b. Any member of the organization may initiate the removal process.
  - i. A formal call for removal must first be brought to the officers of the organization.  
A member may call for the removal of another member by emailing the President

- of the organization and requesting to discuss their concerns at the nearest officer meeting.
- ii. 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.
- c. A majority vote of club members present at the voting meeting may revoke membership.
- d. Voting will be conducted by secret ballot at a general meeting.
  - i. The voting method will be an anonymous virtual form sent to the members, in which the President will receive the information and conclude the voting results.
- e. 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.
- f. The vote will be announced at least one week before the meeting with a summary of the reasons for removal.
- g. 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.
- h. 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.
- i. Member in question may request reinstatement 365 days after removal.
  - i. Member must submit a written request for reinstatement to officers.
  - ii. Officers must reach a unanimous vote to reinstate members through a show of hands.

## **Article VI – Officers**

### Section I: Officer Positions and Duties

- a. President
  - i. Facilitate officer meetings and general meetings.
  - ii. Oversee the activities of the officers and general membership.
  - iii. Maintains record of membership in the student organization database.
  - iv. Serve as the Risk Management Officer to
    - 1. Minimize potential risks for club activities
    - 2. Recommend risk management policies or procedures as needed
    - 3. Submit documentation to ISU’s Risk Management Office
    - 4. Ensure proper waivers and background checks are on file with Risk Management for events.
  - v. Maintain contact with the Advisor regarding organization activities and concerns
  - vi. Complete all training as required by Iowa State University policy.
- b. Treasurer
  - i. Manage the club’s finances.

- ii. Hold the club's purchasing card (p-card) and assign additional p-card(s) to other designated club members.
- iii. Maintain the club's budget and work with officers to determine spending allowances.
- iv. Work with the Advisor to approve each expenditure before payment.
- v. Complete all training as required by Iowa State University policy.
- c. Secretary
  - i. Prepare meeting agendas for the executive council (exec meeting minutes)
  - ii. Take attendance of the members for each meeting
  - iii. Record and update necessary documentation in the primary QT Engineers email address (with assistance from the advisor as needed)

### Section 2: Elections

- a. Elections will occur annually during the month of April (second to last meeting before the end of the spring semester).
- b. Members interested in running for an officer position will complete a nomination form and submit the form to the current President at least one week before the general membership vote.
- c. Voting will occur at a general meeting. The date of the meeting will be announced at least one month in advance through an email to all members.
- d. Each candidate will have 2 minutes to speak to the general membership at the voting meeting.
- e. Voting will occur by an anonymous virtual form or secret paper ballot. Candidates will be elected by a majority vote of members present at the meeting.
  - i. In the case of a tie, an immediate run-off election will be held between the tied candidates. Voting will occur by secret ballot in which members will write the name of their chosen candidate on a piece of paper and submit it to the outgoing President.
  - ii. In the case that no candidate receives a majority vote, an immediate run-off election will be held between the two highest-voted candidates. Voting will occur by secret ballot in which members will write the name of their chosen candidate on a piece of paper and submit it to the outgoing President.
- f. The term of office for all officer positions shall be one year, beginning June and ending June of the following year. This allows for summer transitions and finishing business as needed.

### Section 3: Impeachment/Removal

- a. Officers can be removed from their position by a vote of club membership.
- b. 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 the current Student Disciplinary Regulations (Code of Conduct).

- c. Any club member may initiate the impeachment process by bringing a written request for removal and reasons for removal to the highest-ranking officer not in question for removal.
  - i. The officers will hold a special meeting with the Advisor to deliberate.
  - ii. The club officers (excluding the officer in question) must have a majority vote of approval of all officers to move the impeachment process to a general membership vote. The officer in question may not be present for the officer vote. Officers will vote by a show of hands.
- d. Officers can be removed from their positions by a majority vote of the club members present at the voting meeting.
  - i. Voting will be conducted by secret ballot at a general meeting.
  - ii. The vote will be announced at least one week prior to the meeting.
  - iii. The voting method will be an anonymous virtual form
- e. The officer in question must be provided a summary of the reasons for removal at least one week in advance of the vote.
- f. The officer in question will be allowed to speak to the membership for a maximum of 5 minutes before voting occurs. The officer in question will be asked to leave the meeting while deliberation and voting commences. The officer in question will be informed of the results and be allowed access to the ballots if requested.
- g. The officer 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.

#### Section 4: Officer Replacement

- a. In the case of an officer vacancy, a special election must occur within one week of the position being vacated.
- b. Special elections must follow the same format as annual elections, outlined in Article VI Section 2.
- c. If no candidates come forward for the position, the officers may appoint a general member to the position with the member's approval.

#### Section 5: Minimum Cumulative GPA for Officers

The officers of this organization 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 (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

- b. Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum GPA immediately before the election/appointment, the semester of election/appointment, and semesters during the term of office. For undergraduate, graduate, and professional students, the minimum cumulative GPA is 2.00. For this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration
- c. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b)

## **Article VII – Advisor**

### Section 1: Duties

The advisor's duties are to provide general oversight to the group and ensure that the organization complies with the standards set forth by Iowa State University and Memorial Union Student Engagement.

### Section 2: Method of Selection

- a. Officers shall verbally nominate advisor candidates at a predetermined officer meeting if there is a vacancy in the ENGSS (Engineering Student Services) office administration that results in the vacancy of the advisor position
- b. A candidate may be elected through a majority vote of officers.
  - i. Officers will vote through a show of hands.
  - ii. 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).

### Section 3: Terms of Service

The Advisor of the organization shall serve at their leisure. The Advisor can remain in the current role unless removal is necessary (see Section 4). If one advisor steps down or has a position vacancy in the university, the other shall take place by preference amongst the remaining advisors in ENGSS.

### Section 4: Impeachment/Removal

- a. The Advisor can be removed from their position by a unanimous vote of club officers at an officer meeting.
  - i. Grounds for removal include, but are not limited to, failure to uphold the position's responsibilities, 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 a reason for removal at least one week before voting.
- c. 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.

#### Section 5: Replacement

If an Advisor must be replaced, the selection method shall be the same as described in Article VII Section 2.

### **Article VIII – Finances**

- a. 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 Advisor to this organization must approve and sign each expenditure before payment in the Workday database
- b. Upon disbandment of QT Engineers, all funds and properties in excess of liabilities and expenses of dissolution will be distributed as determined by a majority of officers.
- c. Most officers will determine dues at the beginning of each semester. As of this revision, there are no dues collected in QT Engineers for membership

### **Article IX – Amendments and Ratification**

- a. Any club member may initiate the amendment process.
  - i. Requests for amendment must be submitted in writing to the club officers
  - ii. The officers must have a majority vote of approval to move the amendment to a general membership vote.
  - iii. Officers will vote through a show of hands.
- b. The proposed amendment must be presented to the general membership at least one week before the vote.
- c. A majority vote of the club members present at the meeting may amend the Constitution.
  - i. Voting will take place at a club meeting.
  - ii. A show of hands will conduct voting.
- d. Amendments to the organization's constitution must be submitted to Student Engagement within 10 days for approval.

- e. The following may occur if a constitution is rejected because it does not meet Iowa State University policy and/or constitution requirements.
  - i. Any changes to bring the constitution into compliance may be made with unanimous approval from the President, Treasurer, and Advisor.
  - ii. Notification of these changes must be communicated at the next full organizational meeting.