

***THE CONSTITUTION
Of the
Mechanical Contractors Association
(MCA) at
Iowa State University***

(Revised 8/27/2024)

Preamble

We, the charter members of the Student Chapter of Mechanical Contractors Association at Iowa State University, do hereby establish and adopt the following constitution.

Article I. Name

The name of this organization shall be the Mechanical Contractors Association (MCA) at Iowa State University.

Article II. Purpose & Goals

Section One: The goal of the chapter is to develop and support an interest in the specialty trades of mechanical construction. The student chapter is associated with the Mechanical Contractors Association of Iowa (MCAI) as well as the Mechanical Contractors Association of America (MCAA).

The objectives used to accomplish this purpose shall be to:

1. Promote communication and networking between student members and contractor members.
 2. Expand the student members' knowledge of the mechanical industry.
 3. Unite and promote fellowship between student members and the professional societies that serve the mechanical industry.
 4. Familiarize students, faculty, and administration with the professional character and economic impact of the mechanical industry.
- Section Two: Mechanical Contractors Association abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. Mechanical Contractors Association agrees to annually complete President's and Treasurer's Training.

Article III – NON-DISCRIMINATION STATEMENT

Mechanical Contractors Association at Iowa State University 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 III. Membership

Section One: Memberships shall be open to all registered students in good standing at Iowa State University

Section Two: Online or verbal applications shall be submitted to the student chapter cabinet, and membership shall be granted when the chapter dues are paid.

Section Three: To attain active membership, a member must pay dues in the amount of 20 dollars each year, attend one (1) MCA general meeting each semester, and attend one (1) event each semester (i.e., social, community service, field trips, conferences, or MCAI events).

Section Four: Memberships shall be renewed at the beginning of each fall semester with the payment of dues. Students graduating at the end of the Fall Semester will pay dues. Students Joining during the second semester will pay the full price of dues.

Section Five: All Dues shall be paid to the Treasurer for the fiscal year July 1 to June 30

Section Six: Rights of members

1. All members in good academic standing shall enjoy all voting privileges and shall be eligible for appointment to an officer position.
2. All members shall conduct themselves in a proper manner when involved in chapter functions, both on and off campus.
3. Any member may drop from the chapter at any time.
4. The dues paid by the member are non-refundable.
5. A member may be removed from the chapter for any action detrimental to the character or name of the student chapter.
6. Removal of the member will be by a recommendation by the cabinet and a secret vote of the chapter, a two-thirds majority vote ruling. A member must be notified one week prior to voting on the recommendation of his removal and may appeal any such recommendation.

Section Seven: This organization shall consist of at least five currently enrolled student members. Non-students will be allowed to participate in any student organization activity but will not be voting members or elected or appointed officers of said organization. A non-student is someone who is not currently enrolled at Iowa State University for the Fall or Spring Semester.

Article IV. Officers

Section One: Qualifications

1. Have a minimum grade point ratio (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 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.
2. 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.
3. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).
4. Eligibility of President: To run for the office of President, the following criteria must be met.
 - a. Have served a previous term on Cabinet (or)
 - b. Be a mechanical emphasis as described by the construction engineering curriculum (or)
 - c. In the event no one meeting the above qualifications is interested, the position will be open to the general membership.

Section Two - Executive Cabinet: As a minimum, the organization must be represented by a President and a Treasurer. At the discretion of the Executive Cabinet, additional positions may be added and or combined. The minimum expectations of each office are outlined below.

Section Three – Election of Office: Election of officers will require a majority vote from the general membership. If a candidate fails to receive a majority of votes, a run off election will be held within the top two candidates that received the most votes.

Section Four - Term of Office: The term of office will be one full year, from May through April. All officers shall comprise the Executive Cabinet of the organization. The Executive Cabinet shall meet in addition to regular organization meetings. The Executive Cabinet shall appoint such committees that are needed to carry out organization goals.

Elections will be held during the March meeting of the spring semester. At this time, interim officers will work with newly elected officers to communicate the duties and responsibilities of each position. Then, the newly elected officers will take over the duties in May upon completion of the school year.

In the event that a term must be broken, another election will be held to fill the open position for the remainder of the existing term using the same election guidelines. The election procedures will be followed as outlined in this document or any amendments to it.

Section Five - Duties of Officers:

- 1) President
 - a. Preside over all meetings
 - b. Represent organizations on campus, including councils of organizations (i.e., ESC president meetings)
 - c. Maintain communications with the organization adviser, MCAI, and MCAA as required
 - d. Maintain communications with the CCEE department and update them accordingly for proper documents and marketing materials
 - e. Send e-mail to student chapter 5 days prior to activity date
 - f. Work with the president of the student chapter of the National Electrical Contractors Association (NECA) to coordinate the MEP Career Night.
 - g. Assist in the coordination of logistics behind activities.
 - h. Help the Vice-President coordinate at least one field trip a year.
 - i. Assist VP with GFF and MCAA Convention planning

- 2) Vice-president
 - a. Golf outing
 - b. GFF/ MCAA convention
 - c. Co communicates with MCAI
 - d. Contractor coordination for general meetings
 - e. Room reservation
 - a. Preside over meetings in the absence of the President
 - b. Schedule meetings/events with the appropriate University offices
 - c. Coordinate Field Trip Tours and Community Service Activities
 - d. Coordinates the MCA Golf outing in the fall with the help of MCAI

- 3) Secretary
 - a. Maintain an accurate record of all organization meetings and posts for members
 - b. Maintain membership directory
 - c. Coordinate organization promotion and publicity of events
 - d. Help the Vice-President coordinate at least one field trip a year.
 - e. Risk Management
 - 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 to ensure that proper waivers and background checks are on file with Risk Management for events

- 4) Treasurer

- a. Maintain accurate record of organization transactions
 - b. Collect dues as set forth by the Cabinet each year/semester
 - c. Cosign organization checks along with the Adviser
 - d. Solicit additional funding if needed from the Student Government
 - e. Coordinate any food purchases, reimbursements, and money transactions
 - f. Attend monthly Engineering Student Council general meetings
 - g. Help the Vice-President coordinate at least 1 field trip a year.
 - h. Maintain and update ledger
 - i. Build a budget based on historical data
- 5) Webmaster
- a. Maintain an accurate email list
 - b. Collect and Post pictures on the Facebook Page (social media)
 - c. Update the Facebook page with meetings
 - d. Coordinate any Social Events
 - e. , Help the Vice-President coordinate at least one field trip a year.
- 6) Events Coordinator (2)
- a. Assist VP Coordinate General Meetings
 - i. Order Food
 - ii. Room Reservation
 - iii. Presenter outreach
 - b. Communicate and Coordinate all Volunteering Events
 - c. Communicate and Coordinate all social events
 - d. Industry Nights
 - e. Club fest and recruitment events.

Section Five:

Removal of Officers: Officers may be removed by a majority vote of the other officers. The officer is permitted to speak before the Executive Cabinet about the charges made concerning his/her performance. The officer is not permitted to participate in the deliberation of the Executive Cabinet regarding the charges. If nominated officers fail to fulfill desired duties that affect the greater good of the organization, officers will be asked to be removed upon the second offense. The replacement of the officer removed will be held by a majority vote of current club members no less than 30 days of removal of officer.

Article V. Adviser(s)

Section One:

Method of Election / Appointment

- 1) Advisors will be appointed by the chapter
- 2) Election will be confirmed by Iowa State University Construction Engineering Department and the Mechanical Contractors Association of Iowa.

Section Two:

Date(s) for election / Appointment

- 1) Election of an adviser will be done once and continue through the tenure at Iowa State unless the Adviser resigns his/her position due to conflicts. Or removed with a majority vote conducted by the cabinet. Advisor will have a chance to make their case to the executive cabinet. The replacement of the advisor removed will be held by a majority vote by the current cabinet members no less than 30 days of removal adviser.

Section Three:

Duties

- 1) Maintain communication and meet with the officer(s) regularly
- 2) Awareness and approval of financial expenditures
- 3) Ensure that the organization is operating in conformity with the standards set forth by the Iowa State University and Student Engagement

Article V. 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 Adviser to this organization must approve and sign each expenditure before payment.
- (b) The organization may establish reasonable dues that must be paid by all members. The amount of the dues will be fifteen dollars for each semester. The treasurer shall maintain all financial records and shall countersign with the Faculty Adviser for all organization transactions.
- (c) In the event that the chapter is dissolved, Iowa State University will hold in trust for a period of a minimum of eighteen (18) months all funds of the organization. If the chapter fails to recharter, the monies will be given to the construction engineering department for the use of scholarships of mechanical emphasis construction engineering students as determined by the curriculum. In the event that no such students exist, the money will remain with the department until such students become available.
- (d) Chapter dues will be collected at the beginning of every semester.

Article VI. Amendments & Ratification

- (a) This constitution shall become effective upon approval by a majority vote of the Executive cabinet. Ratified and/or amended constitutions must be submitted to the Student Engagement within ten days to Student Engagement for approval.
- (b) This constitution must be signed by a minimum of the President and the Adviser and approved by the Assistant Director of Student Engagement.
- (c) Proposals to amend and/or ratify this constitution shall be drafted in writing and submitted to the Executive Committee for discussion. If approved by a majority vote

by the Executive Cabinet, the proposal will be voted on by the general membership. Approval will be required by a 2/3 vote of the general membership.

- (d) It will be the responsibility of the Executive Cabinet to ensure that this document is updated and made current with any approved amendments and/or ratifications as set forth above.

Article VII. Updating the Constitution

- (a) Due to new rules, regulations, and growth in the MCA student chapter every year, the officers of MCA, with the help of the adviser, should update the constitution every five years.