MECHANICAL ENGINEERING GRADUATE STUDENT ORGANIZATION (MEGSO) CONSTITUTION

Article I. Name
The name of this organization shall be Mechanical Engineering Graduate Student Organization (MEGSO) at Iowa State University.

Article II. Mission Statement
The purpose of this organization is to enhance the quality of graduate education within the Iowa State University Department of Mechanical Engineering through promoting involvement, networking, and communication among mechanical engineering graduate students and faculty members.

Article III. Statement of Compliance
MEGSO mainly benefits the graduate students in the Mechanical Engineering department.

MEGSO is affiliated with Iowa State University.

MEGSO abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations.

MEGSO agrees to annually complete President’s Training, Treasurer’s Training and Adviser Training (if required).

Iowa State University and MEGSO 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.

Article IV. Membership
Membership is open to all students, faculty, and staff of Iowa State University.

Active Members
All graduate students within the Mechanical Engineering department

Participating Members
Active members participating in MEGSO meetings, committees, and events as defined by current MEGSO executive officers

Inactive Members
Includes Faculty, staff, and non-registered students.
Article V. Executive Officers
The following officers serve as the executive board of MEGSO.

President

a) Shall call and conduct meetings of MEGSO.
b) Shall represent MEGSO on campus.
c) Shall ensure that MEGSO is operating in conformity with the standards set forth by Iowa State University and Student Activities Center.
d) Shall serve as the liaison between MEGSO and the Mechanical Engineering department.
e) Shall organize the monthly MEGSO seminars.

Vice-President

a) Shall aid and assist the President.
b) Shall substitute for the President during their absence.
c) Shall serve as the risk management officer. If applicable, the role of the risk management officer is to:
   a. Help minimize potential risks for MEGSO events and activities.
   b. Recommend risk management policies or procedures to MEGSO.
   c. Submit documentation to ISU’s Risk Management Office.
   d. Ensure that Iowa State University policies are followed at all of MEGSO events.
   e. Ensure that proper waivers and background checks are on file with Risk Management Office for MEGSO events.

Treasurer

a) Shall monitor and arrange for the safe keeping of MEGSO finances.
b) Shall provide an accounting of MEGSO assets to the membership.
c) Shall solicit funding from university agencies.
d) Shall prepare a budget proposal for the next year and maintain the budget.

Secretary

a) Shall maintain a record of MEGSO activities and meeting minutes.
b) Shall maintain the membership roster in appropriate databases.
c) Shall coordinate MEGSO promotion and publicity of events including website and social media.

Fundraising Coordinator

a) Shall solicit funding from external agencies and individuals.
b) Shall coordinate annual fundraising events.

Learning Community Coordinator

a) Shall head any mentoring or professional development programs for first year students.
b) Shall organize and coordinate all first year graduate student seminars.
c) Shall meet with the Mechanical Engineering Director of Graduate Education for semester progress updates.
d) Shall meet with the Assistant Dean of the Graduate College for annual updates.
Events Coordinator
   a) Shall organize all social and networking events of MEGSO.
   b) Shall organize professional development events of MEGSO.
   c) Shall serve as the diversity officer.

University Relations and Legislative Affairs
   a) Shall attend the meetings of GPSS and serve as the representative of the graduate student body of Mechanical Engineering department.
   b) Shall update the executive committee of MEGSO of the relevant information from the senate.
   c) Shall act as the liaison between the GPSS and the MEGSO executive committees.
   d) Shall update the graduate student body of Mechanical Engineering department with the relevant information from the senate.

Article VI. Committees
The Executive board shall appoint such committees that are needed to carry out organization goals.

Each committee shall have no fewer than three members.

All committees shall dissolve by June 30th.

Article VII. Officer Requirements
The officers of MEGSO must meet the following requirements:
   a) Be an on campus graduate student in Mechanical Engineering.
   b) Be a participating member of MEGSO.
   c) Be in good standing with the university and enrolled at least half time, unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement during their term of office.
   d) Have a minimum cumulative grade point average (GPA) of 3.0 in the semester immediately prior to the election and during the term of office.
   e) Be ineligible to hold office should the student fail to maintain the requirements as prescribed in a), b), c) and d).

Article VIII. Election and Removal of Officers
Election is held during the month of April.

Only members who qualify as an officer are eligible to vote.

Election is held by a participating member who is not running for an office and is supervised by MEGSO adviser.

Absentee ballots are allowed and they count as present meeting members.

Term of office shall be one year, July 1st to June 30th.

Officers shall be elected by relative majority vote of present meeting members.

Special elections shall be held as needed to fill vacancies.
Offices filled during special elections shall terminate as offices filled during a regular election.

Officers who are unable to fulfill their duties or uphold their officer requirements may be removed by a 2/3 majority vote of the Executive Committee members.

**Article IX. Advisers**
Advisers of MEGSO shall be appointed by virtue of their position and that may be delegated to another person of equal or higher position.

The Director of Graduate Education and the Graduate Program Assistant of the Mechanical Engineering department may serve as the advisers of MEGSO.

Advisers must be employed at Iowa State University on at least a halftime, permanent basis.

**Adviser**

a) Shall maintain communication and meet with officer(s) regularly.

b) Shall approve all MEGSO financial expenditures.

c) Shall ensure that MEGSO is operating in conformity with the standards set forth by Iowa State University and Student Activities Center.

d) Shall oversee MEGSO activities and events

**Article X. Finances**
Membership dues of MEGSO are $0.00 per semester.

All monies belonging to MEGSO shall be deposited and disbursed through a bank account established for MEGSO at the Campus Organization Accounting Office and/or approved institution/office (which must receive authorization via Campus Organizations Accounting Office).

All funds must be deposited within 48 hours after collection.

The MEGSO adviser(s) must approve and sign all expenditures before payment.

**Article XI. Amendments & Ratifications**
The constitution may be amended and subsequently ratified at any time when 2/3 of the Executive Committee is present, and with a 2/3 approval of present eligible voting members. Members shall be notified of the proposed amendments one week prior to voting.

Ratified constitutions must be submitted within 10 days of approval to the Student Activities Center for final approval. To validate this constitution, the signature of the MEGSO President and primary adviser is required and approved by the Assistant Director of Student Activities.

MESGO President __________________________ Date 07/09/2015

MESGO Adviser __________________________ Date 07/08/15