

# 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

- 1) MEGSO mainly benefits the graduate students in the Mechanical Engineering department.
- 2) MEGSO is affiliated with Iowa State University.
- 3) MEGSO abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations.
- 4) MEGSO agrees to annually complete President's Training, Treasurer's Training and Adviser Training (if required).

## Article IV. Non-Discrimination Statement

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 V. Membership

Membership is open to all registered graduate students in the Mechanical Engineering department at Iowa State University.

### **Active Members**

All graduate students in the Mechanical Engineering department at Iowa State University 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.

All active members are eligible voting members for general MEGSO business which includes but is not limited to; constitution ratification, constitution amendment, surveys, town hall topics, etc.

### **Inactive Members**

All registered graduate students in the Mechanical Engineering department at Iowa State University not in good standing with the university and/or not enrolled as described above in "Active Members".

## Article VI. Executive Officers

### **Membership, Powers and Duties**

The Executive Board consists of the Executive Officers, and shall meet a minimum of 2 times a month. The powers and duties of the Executive Officers shall be defined and be limited as follows:

- 1. The President shall:**
  - a) Call and conduct meetings of MEGSO
  - b) Represent MEGSO on campus.
  - c) Ensure that MEGSO is operating in conformity with the standards set forth by Iowa State University and Student Activities Center.
  - d) Preside over all MEGSO events to ensure smooth execution
  - e) Maintain communication with Advisers
  - f) Maintain and follow the President Handbook
- 2. The Vice-President shall:**
  - a) Aid and assist the President.
  - b) Substitute for the President during their absence.
  - c) Maintain and follow the Vice-President Handbook
  - d) Serve as the risk management officer for acts and events of MEGSO
    - a. Recommend risk management policies or procedures to MEGSO.
    - b. Submit documentation to ISU's Risk Management Office.
    - c. Ensure that risk management procedures are implemented at all of MEGSO events.
- 3. The Treasurer shall:**
  - a) Monitor and arrange for the safekeeping of MEGSO finances.
  - b) Provide an accounting of MEGSO assets to the membership.
  - c) Solicit funding from university agencies.
  - d) Prepare a budget proposal for the next year and maintain the budget.
  - e) Maintain and follow the Treasurer Handbook
- 4. The Secretary shall:**
  - a) Maintain a record of MEGSO activities and meeting minutes.

- b) Respond to all emails and communication to and with MEGSO.
  - c) Communicate via email with MEGSO constituents concerning all MEGSO activities.
  - d) Maintain and follow the Secretary Handbook
- 5. The Fundraising Coordinator shall:**
- a) Solicit funding from external agencies and individuals.
  - b) Coordinate annual fundraising events.
  - c) Maintain and follow the Fundraising Coordinator Handbook
- 6. The Learning Community Coordinator shall:**
- a) Lead any mentoring or professional development programs for first year students.
  - b) Organize and coordinate all first year graduate student seminars.
  - c) Meet with the DOGE and Program Assistant for semester progress updates
  - d) Meet with the Assistant Dean of the Graduate College for annual updates.
  - e) Maintain and follow the Learning Community Coordinator Handbook
- 7. The Events Coordinator shall:**
- a) Organize all social and networking events of MEGSO.
  - b) Organize professional development events of MEGSO.
  - c) Serve as the diversity officer.
  - d) Organize all MEGSO seminars
  - e) Maintain and follow the Events Coordinator Handbook
- 8. The University Relations and Legislative Affairs Officer(s) shall:**
- a) Attend the meetings of GPSS and serve as the representative(s) of the graduate student body of the Mechanical Engineering department.
  - b) Update the executive board of MEGSO of the relevant information from the senate meetings.
  - c) Act as the liaison(s) between the GPSS and MEGSO executive Board.
  - d) Update the graduate student body of the Mechanical Engineering department with any relevant information from Senate meetings.
  - e) Maintain and follow the University Relations and Legislative Affairs Handbook
- 9. The Webmaster shall:**
- a) Maintain the membership roster in appropriate databases.
  - b) Maintain and update MEGSO website.
  - c) Maintain and follow the Webmaster Handbook.

## **Terms of Service**

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

## **Eligibility**

The officers of MEGSO must meet the following requirements:

- a) Be an on-campus graduate student in Mechanical Engineering.
- b) Be an Active 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).

## **Elections**

- a) Election is held during the month of April.
- b) All active MEGSO members are eligible to vote.
- c) Election is held by a participating member who is not running for an office and is supervised by MEGSO adviser.
- d) The format of the election is recommended to be an online election.
- e) The candidate who receives the most votes for a position shall be awarded that position
  - a. Should a candidate be awarded two positions, they shall only be awarded the position of higher standing as enumerated in this Article, and be removed as a candidate in the other position.
- f) Special elections shall be held as needed to fill vacancies.
- g) Offices filled during special elections shall terminate as offices filled during a regular election.

## **Impeachment**

- a) Grounds for impeachment shall be limited to malfeasance, misfeasance, nonfeasance of duties, or failure to meet or maintain the qualifications for office.
- b) Impeachment charges may be started through a written position sponsored by a minimum of 20% of active MEGSO members or through a majority of the Executive Board.
- c) The written charges of impeachment must be delivered to the responding officer, Executive board, and MEGSO advisers at least seven (7) days in advance of the impeachment hearings.

- d) Impeachment hearings must be open to all active MEGSO members and require 2/3 of the Executive Board to be present. A 2/3 vote of all present voting MEGSO members is required to convict and remove the Executive Board member from office.
- e) The vote to convict and remove must be held by secret ballot.

### **Succession**

- a) In the event that the office of President becomes vacant, the Vice President shall assume the office of President and shall inherit all the powers and duties.
- b) In the event that the office of Vice President becomes vacant, the President shall immediately appoint a new interim Vice President.
- c) In the event that the office of Treasurer becomes vacant, the remaining members of the Executive Board shall immediately appoint a new interim Treasurer by a two-thirds majority of the remaining members of the Executive Council.
- d) Should any other Office become vacant, a new interim Officer may be appointed at the discretion of a two-thirds majority of the remaining members of the Executive Council.
- e) An interim Officer serves in a temporary capacity to ensure the essential obligations and duties of the office are met. The term of the interim Officer shall not exceed one semester and is terminated upon the election of the new vacant officer. The interim Officer must meet the requirements of eligibility to serve as an Officer.
- f) A special election shall be held by the Executive Board to fill the Officer position for the remainder of the term.

### **Article VII: Adviser**

#### **Duties**

- 1) The Adviser shall provide general oversight to MEGSO ensuring that MEGSO is operating in conformity with the standards set forth by Iowa State University and Student Activities Center.
- 2) Act as a liaison between MEGSO and the Mechanical Engineering Department
- 3) Maintain communication with President of MEGSO

#### **Selection**

- 1) Advisers of MEGSO shall be appointed by virtue of their position and that may be delegated to another person of equal or higher position
- 2) The Director of Graduate Education and the Graduate Program Assistant of the Mechanical Engineering department may serve as the advisers of MEGSO.
- 3) Advisers must be employed at Iowa State University on at least a halftime, permanent basis.
- 4) Any other adviser is to be selected by a two-thirds vote of the Executive Board

**Term of Service**

An adviser shall serve continuously until resignation or removal by a two-thirds vote of the Executive Board.

**Replacement**

New advisers are to be selected as outlined above.

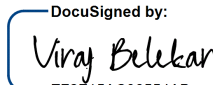
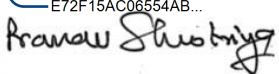

Article VIII: Finances

- 1) Membership dues of MEGSO are \$0.00 per semester.
- 2) 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).
- 3) All funds must be deposited within 48 hours after collection.
- 4) The MEGSO adviser(s) must approve and sign all expenditures before payment.

Article XI. Amendments & Ratifications

The constitution may be amended and subsequently ratified when 2/3 of the Executive Board is present, and with a 2/3 approval of present eligible voting members. MEGSO members shall be notified of the proposed amendments, voting time, and voting location one week prior to voting.

Ratified constitutions must be submitted within 10 days of approval to the Students 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.

MEGSO President	<small>DocuSigned by:</small>  <small>E72F15AC06554AB...</small>	Viraj Belekar Iowa State University	Date 5/18/2020
MEGSO Adviser		Digitally signed by Pranav Shrotriya Date: 2020.05.18 16:53:17 -05'00'	Date _____
MEGSO Adviser		Samantha Hirschman Digitally signed by Samantha Hirschman Date: 2020.05.18 16:28:37 -05'00'	Date _____