**Sales Engineering club**

**Iowa State Chapter Constitution**

**Article I: Name**

The name of the organization is Sales Engineering Club (SEC).

**Article II: Purpose & Goals**

Section One: Increase student awareness and interest of sales engineering as a rewarding career path.

Section Two: Provide students an opportunity to network with companies within the technical sales industry.

Section Three: Provide students with opportunities to gain real-world sales engineering experiences.

Section Four: The Sales Engineering Club abides by and supports established Iowa State University policies, State and Federal Law.

**Article III: Membership**

The Sales Engineering Club is open to registered students at Iowa State University. Iowa State University and the Sales Engineering Club 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, or status as a U.S Veteran

Members must pay the dues each semester, an amount decided each year by the officer team. All members must sign any required documents set forth by the club prior to participating in any of the desired club activities. Members may be removed from the club if any violation of the expectations upheld and required of all club members or at the discretion of at least three quarters of a vote by the officer team due to conflicts directly related to club activities.

**Article IV: Officers**

Election of officers will be based on voting from a group of individuals selected by the previous year’s officers and anyone else interested in one of the announced positions. Members interested in becoming an officer must meet academic requirements as established by the Student Organization Recognition Policy. The term of office is one (1) full year for the President, Vice President, Treasure and Secretary positions; these four offices will be voted upon within the last four (4) weeks of the fall semester. The term of office is one (1) year for the Social, Recruitment and Webmaster positions; these three offices will be voted upon within the last four (4) weeks of the fall semesters. All officers (besides President) are able to run for re-election of their current position or any other executive position, and the President will be appointed by the outgoing President unless circumstances dictate otherwise.

Requirements

The officers of this organization must meet the following requirements:

(a) Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum cumulative 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.

(b) 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.

The officer will be deemed ineligible to hold an office should he fail to maintain the requirements as prescribed in (a) and (b). An officer will be removed from office if he fails to complete the duties he is given, or acts in such a way that hurts the image of the team. Whether an act warrants removal from office is up to the discretion of the remaining officers and requires a unanimous decision. The officer will be removed of his position and another officer will be elected to fill the position based on a nomination and voting process identical to the one used to elect officers each year. It will be the removed officer’s responsibility to inform the newly elected officer of everything that needs to be done to fill the position.

Election Procedures

The order of officers elected for the fall semester will be President (by appointment), Treasurer, Vice-President, Secretary, Social Chair, Recruitment Chair, and Webmaster.

When nominations office are called for, any club member who meets the requirements to run for an office may nominate themselves to do so. There is no limit to the number of candidates who can run for a selected office. Candidates will have an opportunity to speak before the club expressing why they feel they are a suitable candidate for the desired office. A secret ballot election will ensue, with a majority (greater than 50%) required to be elected. If more than one vote is required for a candidate to meet the 50% threshold, the membership will revote for the two candidates with the highest total vote count. The current president will not cast a vote but should a tie between two (2) candidates ensue, the president will cast the deciding vote. After the election of the first office (either President or Social Chair) concludes, the process will be repeated for the subsequent offices. A sliding style ballot will be utilized, meaning a candidate who was not selected for a previous office is eligible to run for as many subsequent offices as he or she desires.

After elections, outgoing officers need to meet with incoming officers to help transition into roles. Outgoing officers must to the best of their ability also be able to provide any help as needed by the club for the upcoming semester.

Officer Duties

President

* Preside over all meetings
* Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and Student Engagement and Maintain Communication with organization advisor
* Be present at club fairs
* Manage and coordinate officer team activities
* Promote and serve as spokesman for all club activities
* Assist the Vice-President with Risk Management duties as needed
* Fall and spring semester term

Vice-President (Risk Management Officer):

* Preside over meetings in the absence of the President
* Assist President with any scheduling and club related activities
* Maintain relationship with corporate sponsorship
* Delegate club required duties to the officer team and designated club members
* **(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 (if applicable).**
* Fall and spring semester term

Treasurer:

* Develop organization’s budget
* Maintain accurate records of organization transactions
* Establish relationship and contact corporations for sponsorship
* Fall and spring semester term

Secretary:

* Schedule meetings and arrange meeting agendas
* Maintain membership roster
* Provide any type of Public Relation duties if required
* Work in close relationship with social chair to schedule club desired events
* Fall and spring semester term

Case Study Chair:

* Helps Organize Case Study
* Coordinate room reservations for mock competitions
* Work with ECA and other clubs for Pitch Competitions
* Assis other executive board members as needed
* Be present at club fairs
* Fall and spring semester term

Recruitment Chair:

* Encourage new and current membership
* Promote and advertise club awareness
* Work in close contact with the executive board, advisor and corporate sponsors for club promotion ideas
* Make hotel, dining and travel arrangements when needed
* Create events in which promotes and recruits members
* Serve as a host for individuals involved indirectly with the club
* Be present at club fairs
* Fall and spring semester term

Outreach:

* Develop and maintain club website
* Work with officer team to develop club strategy to promote club electronically
* Coordinate and set-up any technical needs of the club for meetings and social events
* Maintains email list and reminder
* Maintain IG Page and LinkedIn
* Helps Recruitment chair with promotional materials
* Be present at club fairs
* Fall and spring semester term

Advisor:

* Maintain communication with officer(s)
* Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and Student Engagement
* Help maintain and suggest possible corporate relationships

**Article V: Finances**

The organization may establish reasonable dues that must be paid by all members. The amount of the dues will be determined each semester by the officers. The treasurer shall maintain all financial records.

"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 24 hours after collection. The Adviser to this organization must approve and sign each expenditure before payment."

Dues amount will be set by the current officer team, and shall not exceed $20.00 per academic year.

**Article VI: Amendments & Ratification**

The constitution may be amended and subsequently ratified at any time, with the unanimous approval of the President, Treasurer and Advisor. The amended constitution will be submitted within 10 days to Student Engagement for approval. A ratified constitution will be submitted to Student Engagement within 10 days for final approval.

**Article VII - Statement of Compliance:**

*The Sales Engineering Club* abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. The Sales Engineering Club agrees to annually complete President’s and Treasurer’s Training.

**Article VIII - Advisor:**

Our Advisor is Professor David Sly. As Advisor, his responsibilities include but are not limited to:

1. Assisting with obtaining funds for club ventures
2. Helping in securing company for presentations
3. Assisting club members whenever disputes occur with regards to club members, executive board, and other operations
4. Assisting with the ISU participation at NSSE as needed
5. Attending meetings as time permits and requested by the executive board
6. Promoting the club to both IMSE and other departments in the College of Engineering

Professor David Sly is the default professor as he helped set up the Engineering Sales Minor offered by the IMSE department. He will be serving as advisor during his time at Iowa State University or at his leisure, whichever is longer until board members feel that a change is required and is hampering club operations. For board members to remove an advisor, a meeting must be held with the advisor and the board discussing areas to improve on. If after a probationary period agreed upon by the board and the advisor passes and no improvements are noticed and documented, the impeachment proceedings will mirror the officer impeachment proceedings. The advisor will not be allowed to present during this vote. When a vacancy does occur for an advisor, an advisor will be appointed if only one person is willing to be the advisor, but an election will be held if more people run.