CONSTITUTION OF THE

COMPUTER SCIENCE AND SOFTWARE ENGINEERING CLUB at ISU

**Contents**

ARTICLE I Purposes and Goals ................................................................................... 2 ARTICLE II Membership ............................................................................................... 2 ARTICLE III Officers ...................................................................................................... 3

Section 1: Composition .............................................................................................. 3 Section 2: Requirements ........................................................................................... 3 Section 3: Required Roles ......................................................................................... 3

Section 4: Optional Roles .......................................................................................... 4

Section 5: Election to Office ........................................................................................ 4 Section 6: Term of Office ............................................................................................ 4 Section 7: Removal from Office .................................................................................. 4 Section 8: Replacement ............................................................................................. 5

ARTICLE IV The Advisor ............................................................................................... 5 Section 1: Duties ........................................................................................................ 5 Section 2: Appointment .............................................................................................. 5

ARTICLE V Finances ..................................................................................................... 5 Section 1: Management ................................................................................................. 5 Section 2: Dues ............................................................................................................. 6 ARTICLE VI Provisions for Amending this Constitution ................................................. 6

**ARTICLE I    Purposes and Goals**

The purpose of the Computer Science and Software Engineering Club is to create a social and competitive atmosphere for ISU students interested in computer science and software related areas. The club will use its relationship with the ISU Department of Computer Science to provide information and financial resources to any and all students that are interested in donating their time to participate in any club projects and events. A few specific purposes are:

• Organize several social events to promote student-student interactions. In particular, one goal is to allow freshmen and sophomores to better integrate with the department.

• Promote computer science during various events throughout the year, such as: Women in Science and Engineering events, High School visits, etc. Club members would create and present software demonstrations, posters, and hand out flyers, gadgets, door prizes etc.

• Invite companies, professionals, and professors in the region to give presentations to club members with the goal of facilitating student-industry networking which is crucial in acquiring good internships and jobs.

• Maintain a website to provide useful and timely information for its members.

**ARTICLE II   Membership**

Membership in the Computer Science and Software Engineering Club at ISU is open to all individuals registered as full time or half time students at Iowa State University. Iowa State University and the Computer Science and Software Engineering Club at ISU 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. Membership can be revoked by any subset of the club cabinet along with Advisor approval.

**ARTICLE III Officers**

***Section 1: Composition***

At any given time, the Computer Science and Software Engineering Club at ISU must have the following permanent officers: President, Vice President, and Treasurer. Additional optional appointments can be made by the either club president with support from the faculty advisor and should always be made in such a way that will help the club function, such as Media Manager, University Liaison, Industry Liaison, and Contest Coordinator.

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

***Section 2: Requirements***

Members wishing to occupy a cabinet position must:

a) Have a minimum cumulative grade point average (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, graduate, and professional students, the minimum GPA is 3.00. 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.

c) Be ineligible to hold an office should he/she fail to maintain the requirements as prescribed in (a) and (b).

***Section 3: Mandatory Roles***

**President:** The President will organize and schedule club activities in coordination with other cabinet members, manage relations between the Computer Science Department and the club at ISU, decide what resources the club needs to operate well, and make an appearance and handle club business in all club activities, within reason. Estimated time commitment of 5 hours per week. The president will be responsible for risk management on behalf of the organization. Risk management duties include the following:

1. help minimize potential risks for club activities,
2. recommend risk management policies or procedures,
3. to submit documentation to ISU’s Risk Management Office and
4. to ensure that proper waivers and background checks are on file with Risk Management for events (if applicable).

**Vice President:** The Vice President will provide additional input for the club activities schedule, appear and handle any club business in any club gathering where the president is unable to attend, and act as an additional conduit between the club and the ISU Computer Science faculty members. Estimated time commitment of 3 hours per week.

**Treasurer:** The Treasurer will manage the club budget, process reimbursement vouchers, and deposit club monies. Estimated time commitment of 3 hours per week.

***Section 4: Optional Roles***

**Industry Liaison:** The Industry Liaison will assist in organizing and scheduling club activities in coordination with other cabinet members. This includes keeping and disseminating an accurate schedule of upcoming club events and their details. They will also manage and document club relations with companies, industry professionals, and professors who present to or assist the club. This includes documenting contact information and any relevant notes for each of the aforementioned entities. Estimated time commitment of 3 hours per week.

**University Liaison:** The University Liaison will assist in organizing and scheduling club activities in coordination with other cabinet members. This includes keeping and disseminating an accurate schedule of upcoming club events and their details. They will also manage and document club relations with the university and professors who present to or assist the club. This includes documenting contact information and any relevant notes for each of the aforementioned entities. Estimated time commitment of 3 hours per week.

**Contest Coordinator:** The Contest Coordinator will manage the organization of programming competitions and similar events. This includes working with the treasurer and advisor to establish budgets and expected outcomes. They will also manage developing contest curriculum with established sources. Estimated time commitment of 3 hours per week.

**Media Manager:** The Media Manager is responsible for managing and retaining any and all club-related media. This includes but is not limited to: posters, flyers, websites, images, and logos. The Media Manager will also assist in the creation of new media as is necessary for events. In regard to publicly-accessible digital media such as images and websites, the Media Manager will ensure that information presented in these forms of media is up-to-date and accurate. Estimated time commitment of 3 hours per week.

***Section 5: Election to Office***

Elections shall occur annually during the first meeting of each Fall semester. 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. Members interested in becoming an officer must meet the academic requirements in Section 2. In case of delayed elections, the advisor can choose club officials after discussions with the student body.

***Section 6: Term of Office***

The term of office will be one full year. The committee officers shall appoint such committees that are needed to carry out organization goals.

***Section 7: Removal of Officer from Office***

Removal of officers and re-assignment of officer positions can be done for any reason by the club's faculty advisor with support from at least two of the three cabinet members holding the permanent positions. The faculty advisor may also temporarily reassign the duties discussed above. The officer being removed is permitted to speak before the membership about the charges made concerning his/her performance, but is not allowed to participate in the deliberation of the committee regarding the charges.

***Section 8: Replacement***

If an officer or adviser is removed the replacement procedure is the same as the election procedure described in section 6.

***Section 9: Removal and Replacement of Advisor***

Removal of the organization’s advisor and re-assignment of the position can be done for any reason with support from at least two of the three cabinet members holding the permanent positions. The advisor being removed is permitted to speak before the membership about the charges made concerning his/her performance, but is not allowed to participate in the deliberation of the committee regarding the charges. The cabinet members holding the permanent positions will speak with the ISU Department of Computer Science to find a suitable replacement.

**ARTICLE IV The Advisor**

***Section 1 Duties***

The Computer Science and Software Engineering Club at ISU Advisor is responsible for maintaining communication and meeting with officer(s) regularly, awareness and approval of financial expenditures, and ensuring that the organization is operating in conformity with the standards set forth by Iowa State University and Student Activities Center. He is to help resolve conflicts and to guide the club so as to have productive outcomes each year. The adviser also serves as a type of liaison between students and the departmental faculty.

***Section 2 Appointment***

The term of the adviser will be one full year (from August to August). The adviser is typically chosen by the department chair to provide his/her services to the club.

**ARTICLE V   Finances**

***Section 1 Management***

All monies belonging to this organization should be used strictly to forward the interests of the club itself and 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 expenditures before payment.

***Section 2 Dues***

No member of the Computer Science and Software Engineering Club at ISU will be required to pay dues in any form.

**ARTICLE VI Provisions for Amending this Constitution** This constitution may be amended and subsequently ratified at any time, with the unanimous approval of the President, Vice President, and Treasurer and with a simple majority of the membership, not counting abstainers. Members will be given one week to consider amendments. Ratified amendments to this Constitution must be submitted to the Student Engagement within (10) days.