



Aerial Imaging Reconnaissance Program for Agricultural Development

Constitution

Last Updated: January 21, 2015

Preamble

The following articles have been adopted by this organization for the purpose of providing a continuing structure for its operation:

Article I: Name and Affiliation

Section A: Organization Name

1. The name of the organization shall be AirPad (the Aerial Imaging Reconnaissance Program for Agricultural Development), hereafter referred to as “the organization”.

Article II: Purpose

1. The purpose of the organization shall be to create a unique hands-on learning environment for students. The organization will explore the possibility of using UAVs (Unmanned Aerial Vehicles) for agricultural remote sensing and other applications that may arise. Any and all flying of UAVs will be purely recreational and for the purpose of student learning.
2. The organization shall also act as an outreach organization, with its members acting as ambassadors of the College of Engineering and Iowa State University while showing the strong ties between engineering and agriculture.
3. The organization will abide by Iowa State University rules and regulations, as well as local, state, and federal laws.

Article III: Membership

Iowa State University and the organization 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 in the organization shall be open to all students at Iowa State University. Although the organization is affiliated with the College of Engineering, any student at Iowa State University may become a member of the organization.

Section A: Becoming a Member

1. In order to become a member, the interested party must attend a recruitment event, an organizational meeting, or a workshop before applying for membership.
2. After attending, if still interested, the interested party must then fill out a contact form giving their contact information and areas of interest within the organization, and general availability.

Section B: Member Expectations

1. Members are expected to do the following:
 - 1.1. Maintain overall involvement with the organization.
 - 1.2. Attend regularly-scheduled organizational meetings.
 - 1.3. Serve as a member on at least one committee.
 - 1.4. Pay dues as described in Article VII, Section E.
 - 1.5. Maintain weekly communication with the committee director they are involved with.

Section C: Removal of a Member

1. If a member is found by the executive board to not adhere to the expectations outlined in Section B, they may be removed from the organization.
2. In order to remove a member from the organization, the following will occur:
 - 2.1. The member will be notified by email that they are at risk of being removed from the organization. The member then has 7 days to explain their non-compliance to an executive board officer.
 - 2.2. If after 7 days the member has failed to appeal to the executive board, the President will then contact the member, informing them that they are no longer a part of the organization and that they should return any organization property.
 - 2.3. The member will then be removed from all email lists, and all login and access privileges for the member shall be removed, and no refund of their dues shall be given for that semester or any prior semester.

Article IV: Adviser

The organization will have at least one adviser who is a member of the faculty of Iowa State University.

Section A: Advisor Responsibilities

1. The duties of the adviser are as follows:
 - 1.1. Maintain communication and meet with officer(s) as needed.
 - 1.2. Be aware of and approve financial expenditures.
 - 1.3. Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and the Student Activities Center.

Section B: Appointment and Removal of Advisers

1. The term of the adviser shall be until they no longer wish to advise the organization, or until the organization no longer wishes for them to advise, after the first full calendar year of advising.
2. The adviser shall be appointed or removed by a simple majority vote of the Executive Board

Article V: Core Executive Board and Executive Board

Section A: Membership

1. The core executive board will be made up of the following student positions: President, Vice President, Treasurer, and Secretary.
2. The executive board will be made up of the following student positions: Director of Public Relations, Director of Outreach, Mechanical Director, Electronics Director, and ESC Representative.
3. Other (ad-hoc) positions can be created by the Executive Board by a 2/3 vote of the executive members present.
 - 3.1. Any ad-hoc positions that are created expire at the end of the school year unless a constitutional amendment is created, thereby adding the officer to the Executive Board.

Section B: Officer Eligibility

1. The student officers of this organization must meet the following requirements:
 - 1.1. 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 cumulative 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.
 - 1.2. 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.
 - 1.3. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (1.1) and (1.2).

Section C: Officer Duties

1. Each officer shall be expected to perform the duties that pertain to their position as noted below:

1.1. President

- 1.1.1. Act as the representative in all manners outside of the organization, unless delegated to another member.
- 1.1.2. Preside over all Executive and General AirPad meetings.
- 1.1.3. Serve as chair of the Executive Board.
- 1.1.4. Any other duties as seen fit by the executive board.
- 1.1.5. Oversee and coordinate all public, corporate, and agricultural relations activities.
- 1.1.6. Dismiss non-compliant members.

1.2. Vice President

- 1.2.1. Preside over meetings in the President's absence.
- 1.2.2. Any other duties as seen fit by the executive board.

1.3. Treasurer

- 1.3.1. Approve all funds spent by the organization.
- 1.3.2. Maintain the budget for the organization.
- 1.3.3. Maintain records for all monies received and spent by the organization.
- 1.3.4. Approve all funding proposals.
- 1.3.5. Any other duties as seen fit by the executive board.

1.4. Secretary

- 1.4.1. Record minutes for all executive board and general organizational meetings.
- 1.4.2. Maintain attendance records for executive board members.
- 1.4.3. Any other duties as seen fit by the executive board.

1.5. Director of Public Relations

- 1.5.1. Preserve the public image of the organization.
- 1.5.2. Maintain social media accounts for the organization.
- 1.5.3. Provide press releases to appropriate news services when necessary.
- 1.5.4. Any other duties as seen fit by the executive board.

1.6. Director of Outreach

- 1.6.1. Plan and coordinate K-12 and community outreach activities.
- 1.6.2. Serve as focal for university event and trip authorization.
- 1.6.3. Serve as safety officer for all outreach events.
- 1.6.4. Any other duties as seen fit by the executive board.

1.7. Mechanical Director

- 1.7.1. Serve as chair of the mechanical committee.
- 1.7.2. Ensure that progress is made appropriately and that problems are managed efficiently within the mechanical committee.
- 1.7.3. Maintain communication with electronics director.
- 1.7.4. Any other duties as seen fit by the executive board.

1.8. Electronics Director

- 1.8.1. Serve as chair of the electronics committee.
- 1.8.2. Ensure that progress is made appropriately and that problems are managed efficiently within the electronics committee.
- 1.8.3. Maintain communication with mechanical director.
- 1.8.4. Any other duties as seen fit by the executive board.

1.9. ESC Representative

- 1.9.1. Attend all ESC meetings on behalf of the organization, and report back to the executive board.
- 1.9.2. Any other duties as seen fit by the executive board.

Section D: Term of Office

1. The term of office for all executive officers shall be from the beginning of spring semester through the end of the following fall semester.

All executive board officers will go through the regular selection process at the end of their term if they wish to continue. Section E: Selection Process

1. During the last half of the fall semester, the executive board shall release an application for executive board membership to the student body.
 - 1.1. In the case of a vacancy being filled due to the open position policy, the application may be released at any time.
2. After reviewing the applications, the executive board shall invite all eligible applicants to interview for the position.
3. After all interviews are complete, the executive board shall choose the new officers through an election by simple majority. The officers for the following spring semester must be announced no later than the beginning of the spring semester.

Section F: Officer Resignation

1. If an officer wishes to resign from their position, they are to notify the President of their resignation no less than two weeks prior to the date of resignation, unless the resignation is mandated by the officer losing their eligibility.
2. If the resigning officer is the President, they are to notify the Vice President.
3. At the time of resignation, the open position policy shall go into effect for the position of the resigning officer. (Article V, Section H).

Section G: Officer Impeachment

1. Any officer of the executive board may be impeached.
2. Any member of the organization may make a motion for impeachment of an officer.
3. Impeachment proceedings may be initiated by a majority vote of the organization's executive board members.
4. A meeting shall be called no less than 5 university business days and no more than 10 university business days after the initiation of impeachment proceedings unless there are extenuating circumstances.
5. At this time the officer in question may present his/her defense to the organization's members.
6. A vote by secret ballot shall then be made after the officer in question presents their defense. If all members are not in attendance, the secret ballot shall be extended for 48 hours by visit to the office of the organization's adviser or, at the member's discretion, by email to the organization's adviser.
7. A vote of 75% of all executive members in favor of impeachment is required for removal from the office.
8. The President shall conduct impeachment proceedings unless the President is being impeached, then the Vice President shall conduct the proceedings.
9. If an officer is impeached, then the open position policy shall go into effect for that position.

Section H: Open Position Policy

1. This policy shall be implemented whenever a position on the executive board becomes vacant, and can be initiated at any time by any member of the executive board.
2. The executive board shall decide by simple majority vote whether or not a vacant position is to be filled immediately, or if the vacant position shall remain open until the next election.
 - 2.1. If the position to be filled is the President or Treasurer, the position must be immediately filled using the Selection Process (Section E).
3. If the executive board decides that the vacancy shall be filled, they then shall choose whether to open the applications to the university community or only to members of the organization.
4. The Selection Process (Section E) shall begin no later than two weeks after the decision to fill the position has been made.

Article VI: Committees:

Committees consist of both Ad-Hoc Committees and Standing Committees

Section A: Ad-Hoc Committees

1. In order to create an ad-hoc committee, a member of the executive board must make a motion to create that committee.
2. A simple majority of the executive board is required to approve the creation of the committee.
3. The executive board member who moves to create the committee will chair the committee, unless decided otherwise.
4. Committee Chairs shall be executive board members, unless otherwise decided, by majority vote, by the executive board.
5. Ad hoc committees can be dissolved by a simple majority vote of the executive board.

Section C: Standing Committees

1. Standing committees are considered to be critical to the mission of AirPad, and thus are required by the constitution.
2. The following committees are standing committees:
 - 2.1. Mechanical Committee
 - 2.1.1. Chaired by the Mechanical Director.
 - 2.1.2. Researches and develops all mechanical needs of the organization.
 - 2.1.3. Any other duties as seen fit by the executive board or committee chair.
 - 2.2. Electronics Committee
 - 2.2.1. Chaired by the Electronics Director.
 - 2.2.2. Researches and develops all electronic needs of the organization.
 - 2.2.3. Any other duties as seen fit by the executive board or committee chair.
 - 2.3. Relations Committee
 - 2.3.1. Co-Chaired by the Director of Public Relations.
 - 2.3.2. Aids in the development of corporate, public, and agricultural relations for the organization.
 - 2.3.3. Any other duties as seen fit by the executive board or committee chair.

Section B: Committee Members

1. Any member of the organization can be a member of a committee.
2. Members of the executive board can serve as committee members.
3. Members may join as many committees as they want.
4. Membership of a committee is at the discretion of the committee chair.

Article VII: Finances

Section A: Monetary Accounts

1. 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 and Student Activities Center).
2. All funds must be deposited within 48 hours after collection.
3. The Adviser to this organization must approve and sign each expenditure before payment.

Section B: Methods of Funding

1. Funds shall be acquired through grant applications, corporate funding, and other funding methods.
2. All applications for funding (such as grant applications) must be approved by both the President and the Treasurer.

Section C: Expenditures

1. All expenditures must be submitted to the Treasurer for approval at least 10 days before the funds are to be spent.
2. If emergency funds are needed, the approval of both the President and the Treasurer are required.

Section D: Budget

1. A comprehensive budget shall be done by the Treasurer in order to ensure that all necessary funds are allocated, and that funding is spent reasonably throughout the semester.
2. The budget shall be created on a semester basis, but can be revised by the Treasurer as needed.
3. Prior to creating the budget, each director should submit their expected expenses during the semester. These statements should contain some detail of what is expected to be spent.
4. Budgets should be created by the sixth week of each semester.
 - 4.1. If the Treasurer feels that a budget is either not necessary or not feasible to be completed by the deadline above, they shall request a vote by the executive board to extend the timeline for the budget to be created.

Section E: Dues

1. Dues are to be decided by the executive board at the beginning of the semester.
 - 1.1. Dues shall be no more than \$20 per semester, and no more than \$30 per year.
 - 1.2. Members will be given 4 university business weeks from the announcement of dues, or 2 university business weeks from the beginning of membership, whichever is later, until the dues are required.

- 1.2.1. A member's dues can be paid to any of the executive board members who will then give the money to the treasurer.
- 1.2.2. If a new member is unable to pay dues as a result of a financial situation, the member has the opportunity to speak to one of the executive board members and may be given an exemption from paying dues.

Article VIII: Amendments to the Constitution

1. Amendments to the constitution can be proposed by any member of the organization.
2. Amendments shall be presented to the President, who shall then schedule a time for the author of the amendment to present it to the executive board.
3. After review, the executive board shall present the amendment for voting at the next organization-wide meeting.
4. Constitution amendments must be passed by a 2/3 vote of all members of the organization.
 - 4.1. Voting may be done either vocally, or by paper petition.

Article IX: Constitutional Review Policy

1. The constitution shall be reviewed, amended, and approved by the organization's membership on a yearly basis.
2. Review and amendment of the constitution shall be done by the executive board. The meeting shall be open to all interested members.
3. Approval of the constitution requires a 2/3 vote of all members of the organization.
 - 3.1. Voting may be done either vocally, or by paper petition.
4. Once approved, the constitution must be submitted to the Student Activities Center and Student Organization Recognition Board for approval.