Constitution
of the
Cyclone Business Jet organization

This Constitution is agreed upon as of 3/21/2017 by and between the undersigned Partners.

I. Name
The name of this Iowa State University organization shall be Cyclone Business Jet.

II. Purpose & Goals
- **Section One:** Cyclone Business Jet is a non-profit organization on campus at Iowa State University, with the purpose of designing and building a ten passenger business jet airplane. Cyclone Business Jet is using the plans for a plane purchased from Eviation and continuing their efforts to produce a fully functional business class airplane. Desired outcome of the organization is to 1) Give a real life project to undergraduate students to apply classroom learned skills and 2) Produce a flying prototype jet airplane.

- **Section Two:** Cyclone Business Jet abides by and supports established Iowa State University policies, State and Federal Laws.

III. Membership
As a member, one is required to attend organization meetings regularly and actively support organization projects. Membership will be revoked by 2/3 vote from officers/team leaders or immediate dismissal from head advisor if actions are deemed inappropriate by the membership. Cyclone Business Jet is open to registered students at Iowa State and does not discriminate on the basis of race, color, age, religion, national origin, sexual orientation, gender identity, sex, marital status, disability or status as a U.S. Veteran.

IV. Officers
- **Election to Office:** Election of officers will require a majority vote from the general membership. If a candidate fails to receive a majority of votes, a runoff election will be held between the two candidates that received the most votes. Members interested in becoming an officer must meet academic requirements as established by the Student Organization Recognition Policy. Elections will take place at the end of spring semester. To compensate for unpredictable attendance an online voting survey will be available for 24 hours following the election night meeting. At the close of this 24 hour period, the new officers will be announced. Any student wishing to run for multiple officer positions may do so assuming their priority of position is given when nominated. Any position shall only have one officer therefore if an individual wins multiple officer races, they will take the position highest in their priority and the other position will be given to the individual who received the second most votes. In the event of a second place tie, the same runoff election process will occur for this position.

- **Term of Office:** All officers shall comprise the Executive Committee of the organization. The Executive Committee shall update a progress report weekly with their current progress toward their team's long term goals. This report will be available in the online resources open to all club members viewing. The Executive Committee shall appoint such committees that are needed to carry out organization goals.

- "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 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 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.

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

President

- Preside over all meetings
- Represent organization on campus
- Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and Student Activities Center
- Maintain communication with organization adviser and Matt Eller
- Maintain a P-Card as the officer with main purchasing responsibility
- Attend the general meetings of Engineering Student Council in the absence of an ESC/Student Government Representative
- Maintain contact with the club with College of Engineering updates and relevant opportunities for club members

Aerodynamics Team Leader

- Preside over meetings for the Aerodynamics team
- Schedule meetings/events with Aerodynamics team
- Must attend majority of Team leader meetings
- Write and end of semester report or give an end of semester presentation to the adviser.
- Write updates every other week in public documentation as progress toward semester goals

Structures Team Leader

- Preside over meetings for the Structures team
- Schedule meetings/events with Structures team
- Must attend majority of Team leader meetings
- Write and end of semester report or give an end of semester presentation to the adviser.
- Write updates every other week in public documentation as progress toward semester goals

Remote Control Construction Team Leader

- Preside over meetings for the Structures team
- Schedule meetings/events with Structures team
- Must attend majority of Team leader meetings
- Write and end of semester report or give an end of semester presentation to the adviser.
- Write updates every other week in public documentation as progress toward semester goals

Treasurer

- Maintain accurate record of organization transactions
- Collect dues if required

- Develop organization budget and present to executive officers for approval
- Cosign organization checks along with the Adviser
- Arrange fundraising opportunities for the organization
- Solicits additional funding if needed from the Student Government
- Association in conjunction with the President

ESC/Student Government Representative

- Regularly attend the appropriate student government's general meetings
- Regularly attend the appropriate Engineering Student Council meetings
- Promptly email notes and information from meetings to the club

Adviser

- Maintain communication and meet with officer(s) regularly
- Awareness and approval of financial expenditures
- The adviser will be selected by the officers and confirmed by the general membership. The term of the advisor will be one year, and a reconfirmation vote will take place at the end of every spring semester.

  - **Officer/Advisor Removal:** Officers may be removed from office by ½ vote of the other officers and ¾ of the general membership if actions are deemed inappropriate by the membership. The officer is permitted to speak before the Executive Committee and the general membership about the charges made concerning his/her performance. The officer is not permitted to participate in the deliberation of the Executive Committee regarding the charges.
  - If an Officer/Advisor is removed, an election will take place at the next general meeting to fill the vacancy.

V. Finances

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 48 hours after collection. The Adviser to this organization must approve and sign each expenditure before payment. Dues shall not exceed $50 per semester.

VI. Amendments and Ratification

This constitution may be amended and subsequently ratified at any time, with the unanimous approval of the Executive Board 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 Activities Center within 10 days.