

Iowa State University  
Cyclone Space Mining Constitution  
October 8<sup>th</sup>, 2015

## **Article I Name**

The name of this organization is Cyclone Space Mining and will be addressed as such in the remainder of this document.

## **Article II Purpose & Goals**

### **Section One – Mission Statement**

Cyclone Space Mining is a group of students in, but not limited to, the fields of science, technology, engineering and mathematics (STEM). The group will annually design and build a Martian rover to compete in the NASA Robotic Mining Competition. As a result, the members of Cyclone Space Mining will be challenged to create an atmosphere of community and excitement among students, learning from and teaching other students, welcoming prospective students and community members, connecting students with faculty and community through projects, activities, and demonstrations.

## **Article III Statement of Compliance**

Cyclone Space Mining abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. Cyclone Space Mining agrees to annually complete President's Training, Treasurer's Training and Advisor Training (if required).

## **Article IV Non- Discrimination Statement**

Iowa State University and Cyclone Space Mining 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**

### **Section One – Eligibility and Requirements**

1. Membership shall be open to Iowa State University students and non-students alike.
2. Non-students will be unable to attend the NASA Robotic Mining Competition.
3. Students must meet academic qualifications including a minimum cumulative GPA of 2.00.
4. Members must pay dues (if applicable).
5. Upon persons gaining membership, right to vote is acquired by those persons.
6. Membership ends immediately before the beginning of the new school year.

### **Section Two – Expectations**

Students in Cyclone Space Mining are an integral part of the student community. The club looks to build and enhance the student community by creating an atmosphere of excitement among students, learning from and teaching other students, demonstrating our robot to prospective students and community members, connecting students with faculty through projects, activities, and public events. Club activities will center around designing and building a robot to compete in NASA's Annual Robotic Mining

Competition, promoting learning in the fields of science, technology, engineering and mathematics (STEM), and by increasing public and member interest in the organization.

## **Article VI Risk Management**

The Vice President of Cyclone Space Mining is responsible for Risk Management. Responsibilities required are [a] help minimize potential risks for club activities, [b] recommend risk management policies or procedures to Cyclone Space Mining, [c] to submit documentation to ISU's Risk Management Office and [d] to ensure that Iowa State University policies are followed at all of the organization's events and [e] to ensure that proper waivers and background checks are on file with Risk Management for events (if applicable).

## **Article VII Officers**

### **Section One – Offices and Duties:**

1. President
  - a. Plan, schedule and preside over regular general meetings.
  - b. Serve as a representative of the organization to the rest of campus.
  - c. Maintain regular communication with organization's Advisor.
  - d. Ensure the organization is operating in accordance with Iowa State University and Student Activity Center standards.
  - e. Organize the travel to the competition.
2. Vice President
  - a. Operate as the risk management officer.
  - b. Assist in developing and leading the direction of the club.
  - c. Run officer meetings.
  - d. Take meeting minutes at general meetings if the Continuity Manager is not present.
  - e. If Continuity Manager or Treasurer positions are vacant, the Vice President assumes the responsibilities.
3. Treasurer
  - a. Manage the finances of the organization.
  - b. Actively support all workdays for the purpose of purchasing materials.
  - c. Pick up and review monthly statements.
  - d. Maintain current ledger (club's financial records).
  - e. Approve transactions, including scanning and uploading receipts.
  - f. Develop and present a budget to organization for review.
  - g. Collect dues.
  - h. Handle one of the club's purchasing cards.
  - i. Handle t-shirt sales and inventory.
  - j. Handle reimbursement for trip travel.
4. Co-Project Directors
  - a. Handle one of the club's purchasing cards if determined necessary by the cabinet.
  - b. Lead the design of the robot.

- c. Setup timeline for design and construction of the robot.
  - d. Ensure milestones are met.
- 5. Continuity Manager
  - a. Take meeting notes.
  - b. Create and maintain a listserv of members.
  - c. Maintain current member list.
  - d. Send out minutes within 1 day of the end of the general meetings.
  - e. Create and maintain a current bill of materials for the robot.
  - f. Assist in document creation for the continuation of member activity.
- 6. Sponsorship Coordinator
  - a. Contact companies to gain sponsorship.
  - b. Maintain relationships between club and sponsors.
  - c. Create content about the club and our mission for potential sponsors.
  - d. Ensure that all sponsorship recognition and benefits are fulfilled.
- 7. Media and Spirit Chair
  - a. Organize and run media team.
  - b. Maintain social media accounts.
  - c. Create videos, posters, flyers, etc. for club.
  - d. Organize events as needed.
  - e. Organize activities to create awareness of the club.
  - f. Be responsible for the club's success in the spirit portion of the NASA competition.
- 8. Outreach Chair
  - a. Identify and schedule appropriate outreach events.
  - b. Encourage club participation in outreach activities.
  - c. Plan outreach events that meet NASA criteria.
  - d. Record attending members at each outreach event.
  - e. Organize and lead team to write the outreach paper.
- 9. Other Positions
  - a. Other positions can be established by a majority vote among current officers.

## **Section Two – General Officer Eligibility Requirements:**

1. Officers must carry out in a timely fashion all of the specific duties relevant to that office.
2. All officers of the organization must meet the following academic requirements:
  - a. Have a minimum cumulative grade point average (GPA) of 2.50.
  - b. Maintain a minimum GPA of 2.50 in the semester immediately prior to term of election and during terms of appointment.
  - c. Officers must be enrolled students.
3. 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.

### **Section Three – Election to Office Statement:**

1. Unfilled positions up for election will be decided by a majority vote by the current officers.
2. Election of officers will require a majority vote from the general membership.
3. Elections are to be held by secret vote.
4. If a candidate fails to receive a majority of votes, a runoff election will be held with the top two candidates that received the most votes.
5. Members interested in becoming an officer must meet academic requirements as established by the Student Organization Recognition Policy as well as those set forth in Article IV Section Two.
6. Two normal elections take place, one at the end of the academic year, president and treasurer must be elected. The other election takes place at the beginning of the academic year to fill remaining vacant positions.
7. Special elections may be held at any time as determined by the current officers.
8. Before any elections, notice will be given to members at least seven (7) days before elections are to take place.
9. Elections shall take place during the regularly scheduled meeting times.
10. Should the president position be vacant, the vice president will assume the president's duties until elections can be held.
11. Quorum is 50% of members or 15 attendees, whichever is lower.
12. A motion to delay the vote 1 week may be given by an attending member if the quorum is not met. A second must be given. A maximum of 2 delays is allowed.

### **Section Four – Term of Office Statement:**

1. The term of office will be calendar year starting in the fall semester or until their graduation.
2. In the case that an officer is elected at a later date, they will only occupy their position until the start of the new school year or their graduation, whichever comes first.
3. All elected officers shall comprise the Executive Committee of the organization.
4. Beyond regularly scheduled club meetings, the Executive Committee shall meet separately to discuss organizational goals, upcoming events, and to ensure any conflicts within the club are resolved in a timely and effective manner.

### **Section Five – Officer Impeachment/Resignation Statement:**

1. In the event that an officer fails to meet the eligibility requirements, they will be asked to immediately step down.
2. The impeachment process shall be initiated by request to the advisor and a second by another member.
3. 7 days notice shall be given to the general membership about impeachment vote, which shall take place at a weekly meeting.
4. In the event of a vacant office, the club will hold special elections to fill vacancies.
5. If an officer feels that they are unable to perform their duties to the best of their abilities, they may voluntarily step down from their elected office.
6. Officers may be removed from office by  $\frac{3}{4}$  votes of all members, during the impeachment process the officer is allowed to speak but will be required to leave the room during final discussion and voting.

7. Impeachment may occur if officer actions are deemed inappropriate by the membership, or if the officer consistently fails to perform his/her duties.
8. Impeachment voting will be conducted by secret ballot.

## **Article VIII Advisor**

### **Section One – Advisor Duties**

1. Cyclone Space Mining will have an Iowa State University advisor whose mentorship will contribute to the betterment of the club.
2. This advisor is not an officer but shall be included in officer meetings.

### **Section Two – Method of election/selection of advisor(s)**

1. The advisor candidate will be selected by the officers, and approved by the general membership by 2/3 vote.

### **Section Three – Advisor(s) Term of Service**

1. The advisor serves until resignation, death, or impeachment.

### **Section Four – Impeachment/Removal of Advisors**

1. An Advisor may be removed from office by  $\frac{3}{4}$  votes of all members, during the impeachment process the advisor is allowed to speak, but will be required to leave the room during final discussion and voting.
2. The impeachment process shall be initiated by the officer committee.
3. Impeachment may occur if advisor actions are deemed inappropriate by the membership, or if the advisor consistently fails to perform his/her duties.
4. Impeachment voting will be conducted by secret ballot.

### **Section Five – Replacement of Advisors**

To replace an advisor, the method of election described in section two shall be followed.

## **Article IX Finances**

### **Section One – Organization Funds**

1. Any monies or items of value received through organization activities or associated with this organization are classified as belonging to the organization.
2. 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).
3. All funds must be deposited within 48 hours or 2 business days after collection.
4. The Advisor to this organization must approve and sign each expenditure before payment.

5. Upon the dissolution of the club the remaining funds will be determined by the current president, treasurer and advisor.

### **Section Two – Use of Funds**

1. Funds will be used to promote STEM outreach, public and member interest of the organization, promote the welfare of the members, and for tools, materials, and services required for the construction of club robots.

### **Section Three – Organization Fees**

1. The organization may establish reasonable dues that must be paid by all members.
2. Dues will be determined by the officer committee.
3. The Treasurer shall maintain documentation regarding members who have and have not paid dues.
4. Dues must be paid to the Treasurer.
5. Dues shall not exceed a maximum of \$25.00 per semester.

### **Article VII Amendments & Ratification**

1. This constitution may be amended and subsequently ratified at any time, with a simple majority of the general members.
2. Members will be given one week to consider amendments.
3. Ratified amendments to this Constitution must be submitted to the Student Activities Center within 10 days.
4. Members must be present at the general meeting for their vote to count.
5. Ratification of a constitution shall be voted on during weekly meetings.