

# **Iowa State University**

## **Cardinal Space Mining Club Constitution**

Last Edited: **8/21/2023**

Ratified: 9/06/2023

# **Article I**

## **Name**

The name of this organization is Cardinal Space Mining Club at Iowa State University and will be addressed as such in the remainder of this document.

# **Article II**

## **Mission Statement**

Cardinal Space Mining Club is a group of Iowa State University students in, but not limited to, the fields of science, technology, engineering and mathematics (STEM). The group designs and builds a robotic mining system to compete in the annual NASA Robotic Mining Competition. As a result, the members of Cardinal Space Mining Club 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**

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

# **Article IV**

## **Non-Discrimination Statement**

Iowa State University and Cardinal Space Mining Club 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 I – Eligibility and Requirements

1. Membership shall be open to all Iowa State University students.
2. Members must meet the academic qualifications including a minimum cumulative GPA of 2.00.
3. Membership is granted after the dues are paid.
4. Upon persons gaining membership, the right to vote is acquired by those persons.
5. Membership ends immediately before the beginning of the following unpaid semester.

### Section II – Expectations

Students in Cardinal Space Mining Club 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, and 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) while simultaneously increasing public and member interest in the organization.

# Article VI

## Officers

### Section I – Offices and Duties

#### President

1. Plan, schedule and preside over regular general meetings.
2. Serve as a representative of the organization to the rest of campus.
3. Maintain regular communication with organization's Advisor.
4. Ensure the organization operates in accordance with Iowa State University and Student Activity Center standards.
5. Organize the trip to the competition.
6. Hold keycard access to the Student Innovation Center and the club workspaces in that building, and have PIN access to the Lunar Testing Chamber.
7. Work with the rest of the officers to ensure the stability of the club.

#### Vice President

1. Assist the President in developing and leading the direction of the club.
2. Assist and oversee treasurer and outreach chairs.
3. Handle email communications and weekly updates for the club.
4. Create weekly slides for general meetings, notes for officer meetings, and document any significant happenings at either meeting.
5. Maintain current member list.
6. Send out weekly updates.

#### Treasurer

1. Manage the finances of the organization.
2. Actively support all workdays for the purpose of purchasing materials.
3. Pick up and review monthly statements.
4. Maintain current ledger (club's financial records).
5. Approve transactions, including scanning and uploading receipts.
6. Develop and present a budget to organization for review.
7. Collect dues.
8. Handle one of the club's purchasing cards.
9. Handle t-shirt sales and inventory alongside the President.
10. Handle reimbursement for trip travel.
11. Maintain relationships between club and sponsors alongside the Outreach Co-Coordination.
12. Ensure that all sponsorship recognition and benefits are fulfilled.

#### Systems Project Director

1. Handle one of the club's purchasing cards.
2. Setup timeline for design and construction of the robot.
3. Lead major design and systems reviews.
4. Ensure project milestones and deliverables are completed on schedule.
5. Manage and assist Mechanical and Controls Project Directors in robot development.

6. Update the President on the technical progress of the robot.
7. Draft and maintain a budget for the robot development.

### Mechanical Project Director

1. Update the Systems Project Director on the mechanical developments.
2. Lead the mechanical design of the robot.
3. Introduce new members to mechanical aspects of the club.
4. Ensure milestones are met.
5. Coordinate with the Controls Project Director to meet robot requirements.

### Controls Project Director

1. Update the Systems Project Director on the controls developments.
2. Lead the controls design of the robot.
3. Introduce new members to controls aspects of the club.
4. Ensure milestones are met.
5. Coordinate with the Mechanical Project Director to meet robot requirements.

### Outreach Co-Coordiators

1. Plan outreach events and projects that meet NASA criteria.
2. Coordinate and hold meetings to discuss progress with the outreach project.
3. Maintain communication with outside communities to fulfil project requirements.
4. Encourage club participation in outreach activities.
5. Record attending members at each outreach event.
6. Record data on outreach events and projects to meet NASA criteria and rubrics.
7. Organize and lead team to write the outreach paper.
8. Create awareness of the club.
9. Recruit new members.
10. Maintain social media accounts.
11. Create videos, posters, flyers, etc. for club.
12. Document outreach efforts.
13. Work with treasurer to contact companies for sponsorship.

### Safety Officer

1. Work with the President and Vice-President to minimize potential risk for club activities
2. Recommend risk management policies or procedures to the Executive Committee
3. Ensure that proper safety training has been completed for all members working in the Student Innovation Center 0211 workshop, the Lunar Testing Chamber, and Boyd Laboratory
4. Maintain a current list of members with keycard access and update semesterly
5. Arrange respirator training with EH&S for members
6. Attend SIC Governance Board meetings
7. Communicate with and submit documentation to ISU Environmental Health and Safety as needed for trainings and procedures
8. Ensure that proper waivers and background checks are on file with ISU Risk Management for events (if applicable)

### Other Positions

1. Other positions can be established by a majority vote among current officers.

## **Section II – 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 2.00
  - b. Maintain a minimum GPA of 2.00 in the semester immediately prior to term of election and during terms of appointment
  - c. Must be enrolled students: at least half time status for an undergraduate or graduate student (unless fewer credits are required to graduate in the spring and fall semesters)
  - d. Have paid dues for the semester prior to their term
3. Officers must be in good standing with the university and enrolled during the term of office.

## **Section III – Election to Office Statement**

1. Election of officers will require a majority vote from the general membership.
2. Elections are to be held by secret vote.
3. 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.
4. 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 II.
5. Two normal elections take place: one at the end of the academic year where president and treasurer are to be elected and the second election takes place at the beginning of the academic year to fill remaining vacant positions.
6. Special elections may be held at any time as determined by the current officers.
7. Before any elections, notice will be given to members at least seven (7) days before elections are to take place.
8. Elections shall take place during the regularly scheduled meeting times.
9. Should the president position be vacant, the vice president will assume the president's duties until elections can be held.
10. Quorum is 50% of members attending the vote or 15 attendees, whichever is lower.
11. 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 IV – Term of Office Statement**

1. The term of office will be academic calendar year, starting in the fall semester or until their graduation.
2. Officers who wish to carry over their officer position to the next year are allowed to maintain their position if no one wishes to run against them in an election. However, a speech is still required to be given in front of the members.
3. In the case that an officer is elected at a later date, they will only occupy their position until the next set of elections.
4. All elected officers shall comprise the Executive Committee of the organization.
5. 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 V – 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. In the event of a vacant office, the club will hold special elections to fill vacancies.
3. 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.
4. Impeachment may occur if officer actions are deemed inappropriate by the membership, or if the officer consistently fails to perform his/her duties.
5. The impeachment process shall be initiated by request to the advisor and a second by another member.
6. Officers may be removed from office. 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 voting will be conducted by secret ballot.

# **Article VII**

## **Section I – Advisor Duties**

1. Cardinal Space Mining Club 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 II – 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 III – Advisor(s) Term of Service**

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

## **Section IV – 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 V – Replacement of Advisors**

1. To replace an advisor, the method of election described in Section II of this article shall be followed.



# **Article VIII**

## **Section I – 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.
3. The bank account established for this organization must be with the Campus Organizations Accounting Office and/or an approved institution/office (if authorized by the Campus Organizations Accounting Office).
4. All funds must be deposited within 48 hours or 2 business days after collection.
5. The advisor to this organization must approve and sign each expenditure before payment.
6. Upon the dissolution of the club the remaining funds status will be determined by the current president, treasurer and advisor.

## **Section II – 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 III – 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 IX**

### **Risk Management**

The Safety Officer of Cardinal Space Mining Club is responsible for Risk Management.

Responsibilities include:

1. Helping to minimize potential risks for club activities
2. Recommending risk management policies or procedures to the Executive Committee
3. Ensuring that proper safety training has been completed for all members working in the Student Innovation Center 0211 workshop, the Lunar Testing Chamber, and Boyd Laboratory
4. Maintain a current list of members with keycard access and update semesterly
5. Arrange respirator training with EH&S for members
6. Communicating with and submitting documentation to ISU Environmental Health and Safety as needed for trainings and procedures
7. Ensuring that Iowa State University policies are followed at all of the organization's events.
8. Ensuring that proper waivers and background checks are on file with ISU Risk Management for events (if applicable)
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## **Article X**

### **Amendments & Ratification**

1. This constitution may be amended and subsequently ratified at any time with a simple majority of the officers.
2. Ratified amendments to this Constitution must be submitted to the Student Activities Center within 10 days.
3. All officers and the advisor(s) must be present at the voting of the ratification.
4. Ratification of a constitution shall be voted on during the officer's meeting.