**Constitution for the Iowa State University Student Chapter of the Earthquake Engineering Research Institute (EERI)**

**Created September 14, 2011**

**Revised March 19, 2013**

# Name

## The name of this organization shall be EERI Iowa State University Student Chapter, referred to herein as EERI@ISU

# Purpose & Goals

## The purpose of EERI@ISU is to extend the mission of the national parent organization of Earthquake Engineering Research Institute, referred to herein as EERI, to the Iowa State University campus, to engage students in earthquake engineering, to provide context to earthquake engineering research and education, and to afford students networking opportunities with earthquake engineering professionals.

## EERI@ISU abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations.

## Our EERI@ISU agrees to annually complete President’s Training, Treasurer’s Training and Advisor Training (if required).

# Membership

## EERI@ISU is open to registered students at Iowa State and does not discriminate on the basis of race, ethnicity, pregnancy, color, age, religion, national origin, sexual orientation, gender identity, sex, marital status, physical or mental disability, genetic information or status as a U.S. Veteran.

## As a member, one is required to attend organization meetings regularly, pay dues if required, and actively support organization projects.

## Membership will be revoked by a vote of one-half the officers plus three-fourths the general membership if actions are deemed inappropriate by the membership.

# Officers

## Election of officers, which require a majority vote from the general membership, will be held during the last general meeting before May 1st. 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. Members interested in becoming an officer must meet academic requirements as established by the Student Organization Recognition Policy.

## The term of office will be one full year (May 1st to April 30th). All officers shall comprise the Executive Committee of the organization. The Executive Committee shall meet in addition to regular organization meetings. 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:

### 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.

### 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.

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

## Duties and general responsibilities of the Executive Committee members:

### President

#### Formulate a yearly agenda for the organization, such as a list of planned activities and events

#### Insure that all activities fall within the organizational goals as stated in the Constitution

#### Preside over all regular and special meetings for the organization

#### Insure that all activities and other organizational functions are properly managed under the guidelines of the Constitution and bylaws, and the policies of Iowa State University and EERI

#### Create permanent or temporary positions to assist in performing the duties of the office

#### Create committees as needed

### Vice-president

#### Assist the President in insuring that the above mentioned presidential objectives are met

#### Preside over meetings in the absence of the President

#### Schedule meetings/events with appropriate University offices

#### Coordinate organization promotion and publicity of events

#### Serve as risk management officer. The role of the risk management officer is [a] to recommend risk management policies or procedures to EERI@ISU, [b] to submit documentation to ISU’s Risk Management Office and [c] to ensure that Risk Management procedures are implemented at all of EERI@ISU events

### Secretary

#### Maintain a record of speakers, topics, and presentation slides when possible

#### Maintain membership directory

#### Prepare an annual report to inform EERI and the student members on the accomplishments and future planned activities

#### Keep minutes during the executive, general, and committee meetings, and document a record of the minutes

### Treasurer

#### Maintain accurate record of organization transactions

#### Collect dues if required

#### Develop organization budget and present to membership for ¾ vote

#### 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

### Webmaster

#### Maintain website with current up-to-date information including Executive Committee contact info, upcoming meetings and seminars, graduate and undergraduate specific portions of the webpage.

#### Maintain mailing lists of members, committees, Executive Committee, and CCEE faculty.

### Advisor

#### Maintain communication and meet with officer(s) regularly

#### Awareness and approval of financial expenditures

#### Provide liaison between the EERI@ISU and EERI

## Members of the Executive Committee may be removed from office by a vote of one-half the other officers or two officers, whichever is larger, plus three-fourths the general membership if actions committed by the Executive Committee member in question are unlawful, discriminatory, or in violation of the constitution set forth by EERI@ISU and the parent organization of EERI. Charges against the officer, which are made by a person of the general membership or Executive Committee, are brought to the general membership during a general meeting. The officer in question 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.

## In the event of officer removal or unscheduled vacancy, the replacement procedure shall follow Section 4.1. Elections will take place at the first meeting following the removal of the previous officer.

# ADVISORs

## As a recognized student organization at the Iowa State University, EERI@ISU is required to have an official advisor from the ISU faculty.

## As a student chapter of EERI, EERI@ISU will have a professional advisor who is not a faculty member of ISU and serves as liaison to the professional engineering community.

## Faculty and professional advisors shall be members of EERI.

## Faculty and professional advisors serve a maximum three year term ending May 31st of the final year.

## Faculty and professional advisors are selected by members of the Executive Committee and must be ratified before the end of the term.

## In the event of advisor removal for reasons stated in Section 4.5 or unscheduled vacancy, the replacement procedure shall follow Section 4.1. Elections will take place at the first meeting following the removal of the previous advisor.

# 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.

## The organization may establish reasonable dues that must be paid by all members. The amount of the dues will be determined in the beginning of the academic year by the Executive Committee and presented to the general membership for a three-fourths vote. Dues must be paid by the end of September of every year. The treasurer shall maintain all financial records and shall countersign with the president for all organization transactions.

## All members must pay dues according to the schedule set forth by EERI. The executive committee may request membership dues in addition to EERI membership by three-fourths vote of officers. The dues for EERI@ISU membership must not exceed fifty dollars annually for any one member.

## All unallocated monies raised for EERI@ISU or gifted by sponsors and donors, regardless of individual or group commitment to raising said funds, shall be set aside and considered for allocation in funding the standing needs of the organization. Individuals or groups requesting funds must present a purpose and monetary figure to the Executive Committee in a statement of no more than 300 words. After hearing all statements, the request shall be accepted or denied based upon a three-fourths vote of the Executive Committee.

# Amendments & Ratifications

## The constitution may be amended and subsequently ratified at any time by a two-thirds vote at a regular meeting of EERI@ISU.

## Written notification by email of the proposed amendments must be communicated to all voting members at least one week in advance of the one in which the actual vote is taken.

## Ratified amendments to this Constitution must be submitted to the Student Activities Center within (10) days after the vote for approval.

# Bylaws

## Regular meetings every four weeks are expected to be held during the academic term, expect when holidays, examination periods or other events make meeting impractical.

## The meeting time will be determined in the beginning of each semester by a three-fourths vote of the general membership.

## Committee leaders may be appointed by two-thirds vote of the officers or proposed in a written statement by members of that committee.

## If more than one candidate is in the running for committee leader, then a leader will be elected following the procedure outlined in Section 4.1.

## Committees shall be reevaluated by general membership at the end of each term (refer to Section 4.2), at which, a consensus will be made by simple majority vote. The committee shall be dissolved if consensus dictates that the committee has completed its tasks or lost significant interest within the general membership.

## Bylaws can be added to this constitution by a simple majority vote of the entire membership at a regular meeting of EERI@ISU.

## This constitution takes precedence over any and all by-laws.

## Monies set aside for allocation to EERI@ISU activities (see Section 6.4) may be requested for emergency use and received at the time of request by submitting, to the organization’s treasurer, a written statement of at least 100 words describing the purpose for the funds. An itemized budget for the activity must be presented and show the current funds for the activity and the funds to be supplemented by the request. The requested funds shall not exceed 10% of the monies set aside for allocation or $100, whichever is smaller.