

Emerging Leaders in Engineering (ELE) Constitution

Iowa State University

Emerging Leaders in Engineering will abide by Iowa State University rules and regulations, state and federal laws.

Article I **Name**

Section I: Organization Name.

The name of this organization is Emerging Leaders in Engineering (ELE) at Iowa State University (ISU).

Article II **Purpose**

Section I: Mission Statement:

Emerging Leaders in Engineering (ELE) is a student organization at Iowa State University that creates a collaborative, values-based community for students to learn the skills needed for leadership and professional development.

Section II: ELE Goals

1. Create a community for individuals/students/leaders interested in leadership development while at Iowa State.
2. Provide the mechanism to create a lifelong professional network of student leaders in the College of Engineering and at Iowa State.

Article III **Statement of Compliance**

Section I: Statement of Compliance

ELE abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. ELE agrees to annually complete President's and Treasurer's Training.

Article IV **Non-Discrimination Statement**

Section I: Non-Discrimination Statement

Iowa State University ELE 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, or status as a U.S Veteran.

Article V Membership

Section I: Eligibility

- A. To be a member, he/she/they must be an undergraduate student or graduate student at Iowa State University and maintain satisfactory academic progress as defined by the ISU Information Handbook. Faculty members are welcome to attend meetings, but shall not count toward membership.
- B. Members must display dedication to leadership on and off campus through actions such as taking on leadership positions in the student organizations they are involved in and taking an interest in their community.
- C. The interpretation of the eligibility shall be made by the leadership team.

Section II: Composition

- A. Emerging Leaders in Engineering is open to all registered students at Iowa State University.

Section III: Membership Requirements

- A. Members are required to actively participate in the events and development of ELE. This includes attending club meetings, programming events, and socials, and engaging in the further growth and development of ELE.
- B. Membership is promoted regardless of discipline. Membership is not limited to students in the College of Engineering.

Article VI Officers

Section I: The following positions make up the Leadership Team of Emerging Leaders in Engineering:

- A. President
- B. Vice President
- C. Treasurer
- D. Operations

- E. Director of Membership
- F. Social Media Chair
- G. Engineering Student Council Representative (Ex-Officio)

Section II: Leadership team support roles

- H. Advisor(s)
- I. Co-Advisors

Section III: Leadership Team Requirements

- A. The officers of this organization must meet the following requirements:
- B. (a) 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. 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.
- D. (c) Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (B) and (C).
- E. Officer Term
 - a. The officers will serve a two-semester term beginning in the fall and continuing into the spring semester. This also includes the summer and winter sessions.
 - b. Elections will be held mid-April to ensure effective transition at a date to be determined by the Leadership Team.
 - c. In the event of a vacancy in the Leadership Team, a special election shall take place in the next academic month in which ELE is actively meeting after the vacancy appears. The special election shall follow normal election procedures. The exception to this rule is if the vacancy appears within two (2) months of the next regularly scheduled election.

Section IV: Election Process

- A. Members of ELE can be self-nominated or nominated by one of their peers for one of the positions outlined in Article VI Section 1.

- B. Interested members must give a speech outlining their interest in the position. Speeches will be limited to no more than three minutes per speech.
- C. The general body will then vote on the candidates for each position, and the student with the majority of votes will be elected to their desired position.
- D. All Leadership roles may be taken by one (1) or two (2) people. If a role is held by multiple people, it shall be referred to as co-[role title]. In the event that a role is held by two (2) people, each will have one-half ($\frac{1}{2}$) of a vote if needed, except in the case of two (2) people holding the presidency, in which case they will both have one (1) vote. If one (1) member of a co-held position resigns or is removed, the other shall take over full responsibility.

Section V: Leadership Team Responsibilities

- A. President. The presidential position assumes the following responsibilities:
 - Further develop and maintain the ELE mission and goals
 - Instill accountability among the Leadership Team and general members
 - Meet with club advisor(s) on a regular basis
 - Supervise operations of the Leadership Team, but allow the Vice-President to manage Leadership Team activities
 - Maintain “active” student organization status with the Student Activities Center
 - Sustain a relationship with both the College of Engineering & Leadership Certificate administration
 - Send the weekly email containing information about that week’s meeting, information about upcoming meetings, and other pertinent information.
 - Shall run or delegate the running of weekly meetings.
 - Reserve the room for both the weekly meetings and the weekly leadership team meetings
 - Shall be ELE’s risk management officer, whose responsibilities shall include
 - (a) help minimize potential risks for club activities,
 - (b) Recommend risk management policies or procedures,
 - (c) to submit documentation to ISU’s Risk Management Office and
 - (d) to ensure that proper waivers and background checks are on file with Risk Management for events (if applicable).
 - In the event that this position is vacant, the responsibilities will be the Vice Presidents until the special election.
- B. Vice President.
 - Support all of the President’s duties to maintain the ELE mission and goals
 - Officially chair the Leadership Team in weekly meetings, facilitating discussions and decision-making. Although the meetings should have an equal amount of discussion among all leadership team members.
 - Enforce the constitution and bylaws within the organization and its members by instilling responsibility first in the Leadership Team and consequently throughout the organization’s members.
 - In the event that this position is vacant, the responsibilities will be assigned ad hoc with the consensus of the remaining leadership team until the special election.

C. Treasurer.

- Works with the Leadership Team to prepare a budget for each year
- Collects and receives all dues, fees, and other payments in ELE
- Keeps suitable financial records and accounts of all such money, records which will be subject to the rules of Iowa State University, and kept open for inspection by academic advisors and the Leadership Team
- In the event that this position is vacant, the responsibilities will be assigned ad hoc with the consensus of the remaining leadership team until the special election.

D. Director of Operations.

- Obtain official membership records and committee membership records
- Plan organizational meeting times
- Process general correspondence
- Maintain accurate records of pertinent organizational meeting information
- Maintain a database of documents relating to organization sustainability
- Act as one point-of-contact for internal and external organizational affairs
- If this position is vacant, the responsibilities fall under the duties of the President

E. Director of Membership.

- Represent ELE as a knowledgeable resource for future, current, and past members
- Point of contact for members with questions regarding goals, activities, and accomplishments
- Plans and executes membership recruitment portions for events and advertising, including communication and recruiting
- Registers new members through the student organization website
- If this position is vacant, the responsibilities fall under the duties of the Vice-President

F. Social Media Chair.

- Publicize group activities, goals, and mission statement to build interest in prospective students and current members
- Is responsible for managing the content of the ELE website
- Ensure all the information provided on the website is accurate and functioning properly
- Actively updates the calendar and pages on the website to reflect any ELE events and changes in program development
- In the event that this position is vacant, the responsibilities will be assigned ad hoc with the consensus of the remaining leadership team until the special election.

G. Engineering Student Council Representative:

- Ensure the organization is in good standing with the Engineering Student Council (ESC) by attending ESC meetings and providing the results of these meetings to the rest of the leadership team.
- Is an Ex-Officio member of the leadership team, with no voting rights.
- This position may be another member of the Leadership Team or a separate position, depending on interest in the position.

Section VI: Officer/Advisor Removal

- A. Officers/Advisors may be removed from office by a two-thirds (2/3) vote of the Leadership Team (excluding the person in question. During officer/advisor removal votes, all eligible voting members of the Leadership Team (excluding the individual in question) are required to cast a definitive 'yes' or 'no' vote. Abstentions shall not be permitted and will be considered a violation of the voting procedure. A two-thirds (2/3) vote by ELE membership, excluding abstentions, is also required.
- B. Officers/Advisors brought up for removal are allowed to speak about the charges made regarding his/her performance, for no more than five (5) minutes. This statement shall be delivered prior to deliberation and may be submitted in writing if the individual is unable to attend and shall be read in its entirety by a member of the Leadership Team. The written statement will be read for up to 5 minutes; if the contents of the statement exceed 5 minutes, the rest of the statement shall not be read.
- C. Examples of removable offenses shall include, but are not limited to: Repeated failure to attend executive meetings without proper notice and repeated failure to complete assigned duties.
- D. The officer/advisor is not allowed to speak during the deliberation of these charges.
- E. There will be a secret ballot, with an abstention not counting towards the total vote.
- F. The ballot in the form of a secret ballot, only available to registered members, shall be sent out in the weekly email with a secure ballot only accessible to registered members.
- G. If the president is removed in this way or has resigned, the vice-president shall take over the duties of the president until the special election.
- H. See Article VI Section III Part E: Officer Term Part C for special election procedures.

Article VII Advisor

Section I: Advisor

- Staff member who passes on his/her knowledge through advising and coaching by creating seminars and educational opportunities as well as networking across the college of engineering
- Work with the President and Vice-President to ensure all Student Government and Engineering Student Council regulations are understood and enforced
- Remain in direct contact with Treasurer to set up an account, maintain active status, and properly handle all monies and expenses
- Oversee club activities, events, and active members
- Attend Weekly Executive Meetings
- An advisory role that does not vote in decisions, but may have their voice heard.
- The advisor shall be chosen by unanimous decision of the Leadership Team as needed within one (1) Calendar Week of the vacancy appearing.
- The advisor shall serve until their resignation or removal.

Section II: Co-Advisor

- Not a required position.

- A graduate/ professional student
- Attend Weekly Executive Meetings
- Assist the advisor & Leadership Team as needed.
- An advisory role that does not vote in decisions but may have their voice heard.

Article VIII Finances

Section I: Finance Distribution

- A. All monies belonging to this organization shall be deposited and dispersed 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 Advisor must approve and sign each expenditure before payment.

Section II: Funding

- A. Engineering Student Council
- B. Fundraising
- C. Student Government
- D. Donor Support
- E. Dues
 - a. Emerging Leaders in Engineering will not collect dues from its members. Funds will be raised through those sources listed in A, B, and C above. Dues may be implemented with a unanimous decision of the leadership team and a three-fourths (3/4) vote of members, not including abstentions. In the case that dues are implemented, they shall not exceed \$10.00 per semester and shall be collected by the treasurer(s) and deposited within 72 hours.

Article IX Amendments & Ratification

Section I: Amendment Process

- A. The constitution may be amended at any time with a simple majority vote of the Leadership Team and with a simple majority of ELE membership, not counting abstainers.
- B. ELE members will be given one week to consider the amendment.
- C. The Vice President shall draft amendments, the leadership team shall review them, and the President shall submit them.
- D. Amendments must be submitted to Student Engagement within (10) days for approval.
- E. The constitution must be updated at least every four (4) years, or as is consistent with the policy from student engagement but may be updated as much as is deemed necessary. The constitution must also comply with all ISU and Student Engagement policies.
- F. Any changes to bring the constitution into compliance may be made with unanimous approval from the President, Treasurer, and Advisor.
- G. Notification of these changes must be communicated at the next full organizational meeting.

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