

Engineering Student Council of Iowa State University
Constitution
Revised 1/13/2023

Article I. Name

The name of this organization shall be the Engineering Student Council at Iowa State University, hereafter referred to as the Engineering Student Council or ESC.

Article II. Purpose

The Engineering Student Council's mission is to promote and support engineering student organizations.

This mission is achieved by doing the following:

1. Serving as liaison between students and College administration, and by recognizing achievement within the College.
2. Hosting events for the College of Engineering that help student organizations interact with each other. Additionally, providing opportunities for outreach events to the community.
3. Working closely with the Student Government Senators from our college to help them best represent our College of Engineering and student concerns.
4. Sponsoring First year Leaders in Engineering, an organization that teaches countless leadership lessons and provides networking opportunities.
5. Interfacing with the National Association of Engineering Student Councils where we learn from and network with other Engineering Student Council groups across the country.

Article III. Statement of Compliance

Engineering Student Council abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. Engineering Student Council agrees to annually complete President's Training, Treasurer's Training and Adviser Training (if required).

Article IV. Non-Discrimination Statement

Iowa State University and Engineering Student Council 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:

Membership shall be open to all students that meet the following criteria.

1. 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.
2. Be a registered student 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.
3. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (1) and (2).

Section II:

Student Government (StuGov) Senators

1. Must give a report on behalf of StuGov at each general and executive meeting.
2. Are elected during the university wide Student Government elections.

Section III:

General Body

1. The General Body of ESC shall be led by the ESC President(s) and be an open forum of all eligible members to transact business.
2. The General Body shall be composed of a representative from each recognized organization within the Iowa State College of Engineering.
3. Each college of engineering organization working with ESC shall send one delegate from their executive board to represent their respective organization. The chosen member is responsible for all information presented, votes conducted, and polls taken.

Section IV:

Finance Body

1. The Finance Body shall be led by the Vice President of Finance (VPF) as well as their committee, who shall preside over all funding methods.
2. The Finance Body shall be composed of treasurers representing their organizations.
3. All organizations requesting funding must attend all meetings held by the VPF.
4. ESC reserves the right to fund any non-represented organization; all final decisions will be made by the VPF as well as their committee.

Section V:
Executive Board
See Article VI

Article VI. Officers

Section I:

The following officers shall constitute the executive board of the Engineering Student Council, listed in order of succession and shall perform the following duties:

1. President/Co-Presidents
 - 1.1. Oversee the Executive Board
 - 1.2. Preside over both General Body and executive meetings
 - 1.3. Schedule meetings with the Dean of Engineering and ESC's advisor at least twice a semester
 - 1.4. Present an annual budget and request for funding to the Dean of Engineering by October 1
 - 1.5. Represent ESC to StuGov
 - 1.6. Represent Iowa State's ESC at the National Association of Engineering Student Councils (NAESC) regional and national conferences through personal or delegated attendance
 - 1.7. Review the constitution and bylaws yearly and revise it as necessary
 - 1.8. Maintain minutes at executive and general meetings
 - 1.9. Appoint executive officers, StuGov senators, and other positions for temporary purposes, as needed
2. Vice President of Administration (Risk Management Officer)
 - 2.1. Assume the duties of the President in his/her absence.
 - 2.2. Schedule both General Body and executive meetings
 - 2.3. Record attendance at executive and general meetings
 - 2.4. Create and maintain ESC contact platforms
 - 2.5. Register and plan activities for Destination Iowa State (DIS) and ClubFest
 - 2.6. Serve as the Risk Management Officer to (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.
 - 2.7. Recommend risk management policies or procedures to ESC
 - 2.8. Submit documentation to ISU's Risk Management Office
 - 2.9. Ensure that Risk Management procedures are implemented at all of the organization's professional development events
 - 2.10. Preside over the Administration committee if applicable

3. Vice President of Finance
 - 3.1. Presiding over the Finance committee
 - 3.2. Direct the distribution of Engineering Student Council funds to student organizations with the assistance of their committee.
 - 3.3. Manage a budget specifically for Engineering student council
 - 3.4. Manage allocated funds to all affiliated club of the college of engineering
 - 3.5. Present a written report of finances to the executive board on a monthly basis or upon request
4. Vice President of Events
 - 4.1. Preside over the Events committee if applicable
 - 4.2. Schedule and run the “Order of the Engineer”
 - 4.3. Plan the Engineering “Student Leadership Banquet”
 - 4.4. Coordinate “Engineering Club Fest”
 - 4.5. Work in conjunction with the Vice President of Outreach
 - 4.6. File appropriate Risk Management paperwork for the organization’s social events
5. Vice President of Outreach
 - 5.1. Preside over the Outreach committee if applicable
 - 5.2. Plan Fall and Spring Outreach events
 - 5.3. Work in conjunction with the Vice President of Events
 - 5.4. File appropriate Risk management paperwork for the organization’s outreach events
 - 5.5. Coordinate with and assist the Engineering Outreach Office
6. Vice President of Communications
 - 6.1. Maintain ESC’s website
 - 6.2. Publish a newsletter on, at least, a semester basis
 - 6.3. Maintain social media accounts (Facebook, Instagram, Snapchat, Twitter)
 - 6.4. Publicize meeting minutes in a timely fashion
 - 6.5. Assist the other Vice Presidents with publicity as necessary
 - 6.6. Preside over the Communication committee if applicable
 - 6.7. Manage and maintain correspondence with sponsored clubs
 - 6.8. Monitor the trademark surveys and submitted logos
 - 6.9. Act as liaison between Trademark and the club
7. Engineers’ Week (E-Week) President/Co-Presidents
 - 7.1. Preside over all Engineers’ Week Executive meetings

- 7.2. Attend weekly ESC meetings
 - 7.3. Maintain relations between E-Week and ESC
 - 7.4. Determine and execute engineering events that represent the interests of engineers on campus
- 8. FLiE President
 - 8.1. Preside over all FLiE Executive meetings
 - 8.2. Maintain relations between FLiE and ESC
 - 8.3. Help the Vice President of Outreach build a float for homecoming
 - 8.4. To provide leadership opportunities to the freshman engineers
 - 8.5. Host professional development workshops for the College of Engineering Student Body
- 9. Vice President of Student Affairs
 - 1. Preside over the interdisciplinary engineering advisory board (IDEA) board meetings held twice a semester. These events include a faculty chosen representative from each engineering department. The goal of this event is to create a space where students can openly share about their experience at Iowa State.
 - 2. Coordinate with VP of events to plan tabling events on campus to gain student body feedback.
 - 3. Create feedback summary documents for presidents to share at faculty and dean meetings.
 - 4. Preside over a Feedback session for the College of Engineering

Section II:

Election Process

- 1. All executive board offices are elected by the general membership in the order listed in Article IV, section I.
- 2. Nominations and elections for Executive Board positions shall take place during the next to last Gen
- 3. If there are less than three candidates for a position then there can be floor nominations during the general meeting, other than this situation no floor nominations will be taken during the general meeting of the spring semester.
- 4. Candidates may run and be represented by another in the event they cannot be present for elections.
- 5. The executive board will narrow the election field to three candidates per position before a general body meeting, providing a fair and unbiased selection occurs.
- 6. Long term vacancies (semester or more) in Executive Board offices shall be filled at the next general meeting according to standard election processes. Short term vacancies will be filled by appointments by the ESC president(s).
- 7. The President must have one semester of experience on ESC.
- 8. Each ESC recognized organization will be entitled to one vote. Other meeting attendees are not allowed to vote.
- 9. Positions will be held for one academic year unless they resign at the end of the semester, leave the university because of work, school, or other commitments, or no

- longer meet the requirements of membership (Article III, section I).
10. The impeachment of an officer shall require a three-fourths (3/4) majority vote of the general council. Impeachment proceedings may be undertaken by any member of the executive board in the event that an officer fails to execute the duties of office. The officer may be present to speak on their behalf before the vote however shall not be in the room when the vote is taking place. Examples of a impeachable offence are as follows but not limited to, not completing positions duties, use of derogatory language, bullying, harassment, theft, repeated disruptions during meetings, or any other action deemed unacceptable by the current Student Disciplinary Regulations (Code of Conduct).
 11. Presidents and Treasurer positions are allowed 5 minutes to speak and 2 minutes for questions during the election meeting, all other positions are allowed 2 minutes to speak and 2 minutes for questions
 12. Article V, section states the GPA requirements for officers.

Article VII. Adviser

1. Must maintain communication and meet with officers regularly.
2. Be aware of financial expenditures.
3. Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and the Student Activities Center.
4. The adviser shall be appointed by the ESC executive board and the College of Engineering.
5. The term for the adviser will be one full year (from August to August). The adviser will be selected by the executive committee.
6. Should the adviser not fulfill the above mentioned duties, the executive board of ESC (see Article IV) shall inform the adviser that they plan to have an impeachment vote at the next general meeting. The adviser may then speak with the executive board about this decision. If the executive board still feels as though the adviser should be impeached, they will make a recommendation to the general members to impeach the adviser. The adviser should be present for these proceedings and will be allowed to speak before this vote. If there is a three-fourths (3/4) vote of the attending body, the adviser will be impeached.
7. Should the advising position become vacant by impeachment or by voluntarily stepping down, a new adviser shall be appointed by the ESC executive board and the College of Engineering.

Article VIII. Finances

Section I:

Allocate funds received from vending machines, the College of Engineering, and other funds to engineering clubs at the end of each semester by reimbursing the proper charges listed in the engineering clubs' financial records.

Section II:

To be eligible to receive the full amount of allocations, members must attend all general meetings from the previous semester, if the members are unable to attend all the meetings, they may be made up in the form of a meeting during the presidents' office hours. Missing a meeting will result in a 15% deduction from the amount to be allocated. Exceptions and pardons are to be decided on a case-by-case basis.

Section III:

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.

Section IV:

Engineering Student Council does not collect dues for membership.

Section V:

Should ESC be permanently dissolved, all remaining funds shall be awarded as scholarships as the Dean of the College of Engineering sees fit.

Article IX. Amendments & Ratification

Section I:

Amendments

1. Amendments to the constitution may be proposed by any member of ESC.
2. The proposed amendment should be submitted, in writing, to the ESC President. It will be discussed in the next general meeting and voted on in the following general meeting.

Section II:

This constitution may be amended with a three-fourths (3/4) vote of the attending Engineering Council General Body, providing notice was given at the meeting prior to the vote.

Section III:

The President will then promptly submit an updated copy of constitution and bylaws to the Student Engagement office should the document be amended following recognition

Section IV:

If ratified, this constitution shall become effective immediately; and all previous constitutions shall become null and void.

Article X. Powers of Engineering Student Council

Section I:

To take actions as student representatives to the College of Engineering.

Section II:

Form committees as necessary to accomplish the goals of ESC and Iowa State University.

Section III:

Approve and remove advisers as needed.

Article XI. Parliamentary Authority

Section I:

A quorum shall consist of 50 percent of active members, and shall be required for authorizing expenditures, elections, removal from office, and major policy decisions.