

Engineering Student Council of Iowa State University Constitution

Revised 11/02/17

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

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 Freshman 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 meeting.
2. Are elected by a majority vote of the General Body.

Section III:

General Body

1. The General Body of ESC shall be led by the President 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 of ESC.
3. Each 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), 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.

Section V:

Executive Board

- A. See Article VII

Article VII. Officers

Section I:

The following eight 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. Schedule and preside over both General Body and executive meetings
- 1.3. Call presidential meetings as needed
- 1.4. Represent ESC to StuGov
- 1.5. Represent Iowa State's ESC at the National Association of Engineering Student Councils (NAESC) regional and national conferences through personal or delegated attendance
- 1.6. Review the constitution and bylaws yearly and revise it as necessary
- 1.7. Maintain minutes at executive and general meetings
- 1.8. 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. Manage the "Leadership Workshop Series"
 - 2.3. Manage "Technical Days"
 - 2.4. Recommend risk management policies or procedures to ESC
 - 2.5. Submit documentation to ISU's Risk Management Office
 - 2.6. Ensure that Risk Management procedures are implemented at all of the organization's professional development events
 - 2.7. Preside over the Administration committee if applicable
3. Vice President of Finance
 - 3.1. Preside over the Finance committee if applicable
 - 3.2. Direct the distribution of Engineering Student Council funds to student organizations
 - 3.3. Manage a budget
 - 3.4. Present a written report of finances to the executive board on a monthly basis or upon request
 - 3.5. Present an annual budget and request for funding to the Dean of Engineering by October 1st
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. Schedule and run Engineering Day at the Mall
 - 5.4. Work in conjunction with the Vice President of Events
 - 5.5. File appropriate Risk management paperwork for the organization's outreach events
 - 5.6. Coordinate, with the help of Freshman Leaders in Engineering (LiE), to build a float for homecoming
6. Vice President of Communications
 - 6.1. Maintain ESC's web site
 - 6.2. Publish a newsletter on, at least, a semester basis
 - 6.3. Maintain e-mail lists

- 6.4. Record attendance at executive and general meetings
- 6.5. Publicize meeting minutes in a timely fashion
- 6.6. Assist the other Vice Presidents with publicity as necessary
- 6.7. Preside over the Communication committee if applicable
- 7. Engineer's Week (E-Week) President/Co-Presidents
 - 7.1. Preside over all Engineer's Week Executive meetings
 - 7.2. Maintain relations between E-Week and ESC
 - 7.3. 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

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 General meeting of the spring semester. Candidates shall be allowed to run off the floor for positions at elections.
3. Candidates may run and be represented by another in the event s/he cannot be present for elections.
4. The executive board may narrow the election field to three candidates per position providing a fair and unbiased selection occurs.
5. Vacancies in Executive Board offices shall be filled at the next general meeting according to standard election processes.
6. The President must have one semester's experience on ESC.
7. Each ESC recognized organization will be entitled to one vote. Other meeting attendees are not allowed to vote.
8. Positions will be held for one academic year unless s/he resigns at the end of the semester, leaves the university because of work, school, or other commitments, or no longer meets the requirements of membership (Article III, section I).
9. 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.

Article VIII. 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 IX. Finances

Section I:

Allocate funds received from vending machines, the College of Engineering and other funds no later than November and April in the Fall and Spring semesters, respectively.

Section II:

To receive allocations, members must attend all general and finance meetings. 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 X. Amendments & Ratification

Section I:

Amendments to the constitution may be proposed by any member of ESC. 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:

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

Article XI. 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 XII. Parliamentary Authority

Section I:

The Engineering Student Council is to be guided by Roberts Rules of Order-Revised, except where they are in conflict with this constitution, and except for current motions, not including amendments.

Section II:

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.