

# Constitution

American Society of Heating,  
Refrigeration, and Air-  
Conditioning Engineers, Inc.

Written by Elise Backstrom 1/22/2013

### ***Article I Name***

The name of this organization shall be the American Society of Heating, Refrigerating, and Air-Conditioning Engineers, Inc. Student Chapter at Iowa State University, commonly referred to as "ASHRAE".

### ***Article II Purpose and Goals***

Section One: The purpose of this chapter is that of the American Society of Heating, Refrigerating, and Air-Conditioning Engineers, Inc. which was set forth in its charter: principally to advance the arts and sciences of heating, refrigeration, air conditioning and ventilation and the allied arts and sciences, for the benefit of the general public. Furthermore this chapter will connect students with industry and professional ASHRAE members as well as encourage interactions between students with the common interest. The chapter's goals include introducing the student to ASHRAE standards and helping students gain a passion for this industry through socials, design competitions, industry speakers, industry tours, and conference attendance. The mission of ASHRAE is to advance the arts and sciences of heating, ventilation, air conditioning and refrigeration and related human factors to serve the evolving needs of the public and ASHRAE. The vision of ASHRAE is to be the global leader in the arts and sciences of heating, ventilation, air conditioning, and refrigeration; be the foremost, authoritative, timely and responsive source of technical and educational information, standards and guidelines; and be the primary provider of opportunity for professional growth, recognizing and adapting to changing demographics, and embracing diversity.

Section Two: The American Society of Heating, Refrigerating, and Air-Conditioning Engineers, Inc. Student Chapter agrees to annually complete President's Training, Treasurer's Training, and Advisor Training (if required). Our organization agrees to abide by and support established Iowa State University policies and rules, as well as State and Federal laws and local ordinances or regulations.

### ***Article III Membership***

Membership shall be open to all registered students at Iowa State University; mainly those interested in HVAC and associated disciplines. Members must be registered with and have paid the registration fee through the national ASHRAE website ([ashrae.org](http://ashrae.org)). Members must adhere to the ASHRAE Code of Ethics. Iowa State University and the American Society of Heating, Refrigerating, and Air-Conditioning Engineers does not discriminate on the basis of race, ethnicity, sex, pregnancy, color, religion, national origin, physical or mental disability, age, marital status, sexual orientation, gender identity, genetic information, or status as a U.S. Veteran.

Members are expected to attend meetings and events regularly, renew membership as necessary, and actively support ASHRAE and its interests. The Iowa State University Student Chapter is unable to revoke membership status because it is not in direct control of Society membership.

## **Article IV Officers**

All elected officers of the organization are considered to be on the executive council, better known as the organization's cabinet. Any current member of the organization is eligible to run for a cabinet position.

Elections will be held during the last general meeting of the Spring semester. Elected officers will immediately assume their roles. Election will occur by a majority vote and office will be held for one year, unless otherwise decided. All offices will be up for reelection at the end of the term. There are no term limits.

The officers of this organization must meet the following requirements:

- (a) Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum 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.
- (b) 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) Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).

Officers of this organization, if needed, shall be replaced by:

- (1) Being nominated at a general meeting
- (2) Being voted in at a general meeting and meeting officer eligibility requirements

Officer removal:

- (1) An officer will be removed from office if they do not meet officer eligibility requirements
- (2) If an officer fails to attend 2 consecutive cabinet meetings without prior notice to other officers or a valid excuse

Advisor Selection: The advisor will be selected by the officers of the organization and will serve at their leisure. If an advisor need be removed or impeached, they will be given a chance to speak to the officers. After they speak, they will be asked to leave the room and the officers will vote. A  $\frac{3}{4}$  majority is required for removal or impeachment of an advisor. If an advisor vacancy occurs, a replacement will be appointed by the officers and is only allowed to fill the position if they gain a  $\frac{3}{4}$  vote among the officers.

## Minimum Officers and Duties

1. President
  - a. Preside over all meetings, general and cabinet
  - b. Represent ASHRAE on campus
  - c. Ensure the organization is working within the standards of Iowa State University, the Student Activities Board, and the American Society of Heating, Refrigerating, and Air-Conditioning Engineers, Inc.
  - d. Maintain communication with organization adviser
2. Treasurer
  - a. Maintain accurate record of organization transactions
  - b. Develop budget for organization
  - c. Solicit funding from the College of Engineering and other campus funding organizations
  - d. Maintain funding for projects
3. Adviser
  - a. Maintain communication and meet with officers on a regular basis
  - b. Review and Approve financial expenditures
  - c. Ensure that the organization conforms with all standards set forth by Iowa State University, the Student Activities Board, and the American Society of Heating, Refrigerating, and Air-Conditioning Engineers, Inc.
4. Risk Management Officer
  - a. Recommend risk management policies or procedures to the ASHRAE Student Chapter
  - b. Submit documentation to ISU's Risk Management Office
  - c. Ensure that Risk Mgt. procedures are implemented at all of the orgs. events

## Other Officer Positions (Not always required)

1. Vice President
  - a. Preside over meetings in the President's absence
  - b. Assist the President with administrative needs and decisions
2. Secretary
  - a. Maintain an accurate record of all meetings and make available to all members
  - b. Keep an archive of all records
3. Webmaster
  - a. Maintain organization website
  - b. Update email list and member roster
4. Recruitment and Outreach
  - a. Recruit students to participate in events and join the organization
  - b. Plan outreach events
5. Activities
  - a. Work with the Iowa ASHRAE chapter regarding activities.

### ***Article V 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.

### ***Article VI Amendments and Ratification***

Any amendments or ratifications to this constitution must be voted on and approved by the general members of the organization. Amended or ratified constitutions must be submitted within 10 days to the Student Activities Center for approval.