

Constitution of The American Society of Heating, Refrigeration, and Air-Conditioning Engineers Student Chapter

Article I – Name

The name of this organization shall be the American Society of Heating, Refrigeration, and Air-Conditioning Engineers Student Chapter.

Article II – Purpose

The purpose of this chapter is that of the American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE), which was set forth in its mission statement: to serve humanity by advancing the arts and sciences of heating, ventilation, air conditioning, refrigeration and their allied fields. To achieve this goal, the chapter will connect students with industry and professional ASHRAE members as well as encourage interactions between students with a common interest. The chapter's goals include introducing students to ASHRAE standards and helping students gain a passion for this industry through socials, design competitions, industry speakers, industry tours, and conference attendance.

Article III – Statement of Compliance

The American Society of Heating, Refrigeration, and Air-Conditioning Engineers Student Chapter abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. The American Society of Heating, Refrigeration, and Air-Conditioning Engineers Student Chapter agrees to annually complete President's and Treasurer's Training.

Article IV – Non-Discrimination Statement

Iowa State University and The American Society of Heating, Refrigeration, and Air-Conditioning Engineers Student Chapter 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 1: Requirements

Membership shall be open to all registered students at Iowa State University, especially those interested in HVAC and associated disciplines. Members are strongly encouraged to join ASHRAE. Students can join the national chapter on the ASHRAE website (ashrae.org). Members must adhere to the ASHRAE Code of Ethics.

Members are expected to attend meetings and events regularly and actively support ASHRAE and its interests.

Section 2: Removal

- a. Reasons for removal may include, but are not limited to, 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).
- b. The removal process may be initiated by any member of the organization.
 - A formal call for removal must first be brought to the officers of the organization. A member may call for removal of another member by emailing the President of the organization and requesting to discuss their concerns at the nearest officer meeting.
 - Officers must have a majority vote of approval to move the removal process to a general membership vote. Officers will vote by show of hands.
- c. Membership may be revoked by a majority vote of club membership present at the voting meeting.
- d. Voting will be conducted by secret ballot at a general meeting.
 - The voting method will be an anonymous virtual form or secret paper ballot (method decided by organization officers).
- e. The member in question must be provided a summary of the reasons for removal at least one week in advance of the general membership vote.
- f. The vote will be announced at least one week prior to the meeting with a summary of the reasons for removal.
- g. The member will be allowed to speak to the membership for a maximum of 5 minutes before voting occurs. The member in question will be asked to leave the meeting while deliberation and voting commences. The member in question will be informed of the results and be allowed access to the ballots if requested.
- h. The member in question may attempt to appeal the results of the vote by contacting the Advisor of the organization and submitting a written statement. The advisor must respond with their decision within 10 days. No secondary appeals will be permitted.
- i. Member in question may request reinstatement 365 days after removal.
 - Member must submit a written request for reinstatement to officers.
 - Officers must reach a unanimous vote through a show of hands to reinstate member.

Article VI – Officers

Section 1: Required Officer Positions and Duties

- a. President (and Copresident, if applicable)
 - Facilitate officer meetings and general meetings.
 - Represent ASHRAE on campus.
 - Oversee the activities of the officers and general membership.
 - Maintains record of membership in the student organization database.
 - 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 (if applicable).

- Ensures the organization is working within the standards of Iowa State University and ASHRAE.
 - Maintain contact with the Advisor regarding organization activities and concerns
 - Complete all trainings as required by Iowa State University policy.
- b. Treasurer
- Manage the club's finances.
 - Hold the club's purchasing card (p-card) and assigns additional p-card(s) to other designated club members.
 - Maintain the club's budget and work with officers to determine spending allowances.
 - Develop budget for the organization.
 - Work with Advisor to approve each expenditure before payment.
 - Solicit funding from the College of Engineering and other campus finding organizations.
 - Complete all trainings as required by university policy.

Section 2: Optional Officer Positions and Duties

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

Section 3: Elections

- a. Elections will occur during the last meeting of the spring semester in the month of April.
- b. Members interested in running for an officer position will complete a nomination form and submit the form to the current President at least one week prior to the general membership vote.
- c. Voting will occur at a general meeting. The date of the meeting will be announced at least one month in advance through an email to all members.

- d. Voting will occur by secret ballot on an anonymous virtual form or secret paper ballot. Candidates will be elected by a majority vote of members present at the meeting.
 - In the case of a tie, an immediate run-off election will be held between the tied candidates. Voting will occur by secret ballot in which members will write the name of their chosen candidate on a piece of paper and submit it to the outgoing President.
 - In the case that no candidate receives a majority vote, an immediate run-off election will be held between the two highest voted candidates. Voting will occur by secret ballot in which members will write the name of their chosen candidate on a piece of paper and submit it to the outgoing President.
- e. The term of office for all officer positions shall be one year, beginning immediately after their term begins.

Section 4: Impeachment/Removal

- a. Officers can be removed from their position by a vote of club membership.
- b. Grounds for removal include, but are not limited to, failure to uphold the responsibilities of the position, use of derogatory language, bullying, harassment, theft, repeated disruptions during meetings, failure to attend two consecutive cabinet meetings without prior communication, or any other action deemed unacceptable by the current Student Disciplinary Regulations (Code of Conduct).
- c. Any club member may initiate the impeachment process by bringing a written request for removal and reasons for removal to the highest-ranking officer not in question for removal.
 - The officers will hold a special meeting with the Advisor to deliberate.
 - The officers (excluding the officer in question) and Advisor must have a majority vote of approval of all officers to move the impeachment process to a general membership vote. The officer in question may not be present for the officer vote. Officers will vote by a show of hands.
- d. Officers can be removed from their position by a majority vote of club membership present at the voting meeting.
 - Voting will be conducted by secret ballot at a general meeting.
 - The vote will be announced at least one week prior to the meeting.
 - The voting method will be an anonymous virtual form or secret paper ballot (method decided by officers).
- e. The officer in question must be provided a summary of the reasons for removal at least one week in advance of the vote.
- f. The officer in question will be allowed to speak to membership for a maximum of 5 minutes before voting occurs. The officer in question will be asked to leave the meeting while deliberation and voting commences. The officer in question will be informed of the results and be allowed access to the ballots if requested.
- g. The officer in question may attempt to appeal the results of the vote by contacting the Advisor of the organization and submitting a written statement. The advisor must respond with their decision within 10 days. No secondary appeals will be permitted.

Section 5: Officer Replacement

- a. In the case of an officer vacancy, a special election must occur within one week of the position being vacated.
- b. Special elections must follow the same format as annual elections, outlined in Article VI Section 3.
- c. If no candidates come forward for the position, the officers may appoint a general member to the position with the member's approval.

Section 6: Minimum Cumulative GPA for Officers

The officers of this organization must meet the following requirements:

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

Article VII – Advisor

Section 1: Duties

The duties of the advisor are to:

- a. Provide general oversight to the group.
- b. Ensure that the organization is complying with the standards set forth by Iowa State University and Memorial Union Student Engagement.
- c. Maintain communication and meet with officers on a regular basis.
- d. Review and approve financial expenditures.
- e. Ensure that the organization conforms with all standards set forth by Iowa State University and ASHRAE.

Section 2: Method of Selection

- a. Advisor candidates shall be verbally nominated by officers at a pre-determined officer meeting.
- b. A candidate may be elected through a $\frac{3}{4}$ majority vote of officers.
 - Officers will vote through a show of hands.
 - All officers must be present for a vote to occur.

- c. Once a candidate is selected, the President will contact the Advisor candidate to offer the position.
- d. If the Advisor candidate declines, the officers of the organization will repeat steps (a)-(c).

Section 3: Terms of Service

The Advisor of the organization shall serve at their leisure.

Section 4: Impeachment/Removal

- a. The Advisor can be removed from their position by a $\frac{3}{4}$ majority vote of club officers at an officer meeting.
 - Grounds for removal include, but are not limited to, failure to uphold the responsibilities of the position, use of derogatory language, bullying, harassment, theft, repeated disruptions during meetings, or any other action deemed unacceptable by current Disciplinary Regulations.
- b. The Advisor must be notified and given reason for removal at least one week prior to voting.
- c. The Advisor will be given the opportunity to speak in front of the club officers before a final decision is made. The Advisor may speak for 5 minutes, then they must leave the room while voting and deliberation occurs.
- d. The Advisor will be notified of the decision via email.

Section 5: Replacement

In the event an Advisor must be replaced, the method of selection shall be the same as described in Article VII Section 2.

Article VIII – Finances

- a. 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 Advisor to this organization must approve and sign each expenditure before payment.
- b. Upon disbandment of The American Society of Heating, Refrigeration, and Air-Conditioning Engineers Student Chapter, all funds and properties in excess of liabilities and expenses of dissolution will be distributed as determined by a majority of officers.
- c. Dues will not be collected.

Article IX – Amendments and Ratification

- a. The amendment process may be initiated by any club member.
 - Requests for amendment must be submitted in writing to the club officers
 - The officers must have a majority vote of approval to move the amendment to a general membership vote.
 - Officers will vote through a show of hands.

- b. The proposed amendment must be presented to general membership at least one week before the vote.
- c. Constitution may be amended by a majority vote of club membership present at the meeting.
 - Voting will take place at a club meeting.
 - Voting will be conducted by show of hands.
- d. Amendments to the organization's constitution must be submitted to Student Engagement within 10 days for approval.
- e. In the event a constitution is rejected because it does not meet Iowa State University policy and/or constitution requirements, the following may occur.
 - Any changes to bring the constitution into compliance may be made with unanimous approval from the President, Treasurer, and Advisor.
 - Notification of these changes must be communicated at the next full organizational meeting.