**Article 1:**

* The name of this organization shall be Civil Ladies at Iowa State University.

**Article 2:**

* The purpose of this organization is for young women to interact and meet with other women in the Civil Engineering field. Also, for these women to learn more about females in engineering both at Iowa State as well as in the professional world.
* Goals of this organization are to help prepare women to become more confident with their abilities in engineering through mentorship opportunities; To leverage opportunities to network with industry to advance career goals of young women entering the field of Civil Engineering; To give back to the local community through outreach volunteering event; To inspire girls to pursue engineering and science related career fields.

**Article 3:**

* Civil Ladies abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations.
* Civil Ladies agrees to annually complete President’s training, Treasurer’s Training and Advisor Training (if required).

**Article 4:**

* Iowa State University and Civil Ladies do 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.

**Article 5:**

* In order to be a member of Civil Ladies, each person shall attend one speaker meetings, and two of the following: social events, outreach events, external/networking event. Also, they must pay their membership fees.

**Article 6:**

* The role of the risk management officer is to help minimize potential risks for club activities, recommend risk management policies or procedures to Civil Ladies, to submit documentation to ISU’s Risk Management Office and to ensure that Iowa State University policies are followed at all of the organizations events and to ensure that proper waivers and background checks are on file with Risk Management for events.

**Article 7:**

* *Cabinet Positions:*
	+ President- Will be planning networking activities and communicating with our faculty advisor. They will also be coordinating food for all meetings, scheduling meetings, setting up rooms for meetings, and talking with companies for speaker meetings. They will work with each other cabinet member to ensure their job is done and everything is being communicated between the cabinet as well the Civil Ladies group as a whole. Finally, at the end of the spring semester, they will work with the vice president to complete and end of the year report to analyze the goals and objectives of the year. The president will serve for one academic year starting in the fall after they are elected.
	+ Vice President- This person will work closely with the president to coordinate events or talk to people about those events. They will keep notes at meetings and email the notes to the cabinet members. They will also assist with advertising and making posters for events (an elected freshman rep can also help with this). They could help the president or treasurer with picking up food for events. Finally, at the end of the spring semester, they will work with the president to complete and end of the year report to analyze the goals and objectives of the year. The Vice President will serve for one academic year starting in the fall after they are elected.
	+ Treasurer- The Treasurer will ensure the following are kept up on and report to the president frequently: keeping track of membership and membership dues, keeping attendance at events, and handling monies within the club. The Treasurer will serve for one academic year starting in the fall after they are elected.
	+ Social Chair- The Social Chair will coordinate and plan social events that interest the group. These can be brainstormed at meetings but you will be responsible for organizing them and emailing all of the Civil Ladies to inform them with these events enough time in advance. The Social Chair will serve for one academic year starting in the fall after they are elected.
	+ Outreach Chair- Similar to the Social Chair, the Outreach Chair will plan outreach events. Outreach events can also be brainstormed at meetings but will be responsible for organizing them and letting the rest of the Civil Ladies know about these events. The Outreach Chair will serve for one academic year starting in the fall after they are elected.
	+ Freshman/Sophomore Representatives- These positions will be elected at the beginning of the fall semester. These representatives will assist any other cabinet position on a need to basis. They will especially advertise to peers in their class and get more underclassmen involved. They will assist the treasurer in double checking any of their work as well. The Freshman and Sophomore Reps will service for one academic year starting in the fall as soon as they are elected.
	+ Engineering Student Council Representative- The Engineering Student Council Representative will attend Engineering Student Council meetings as needed and report to the cabinet with any information at cabinet meetings. This representative will serve for one academic year starting in the fall after they are elected.
* In order to elect new cabinet members, those interested must submit a brief application in a timely manner for the position they are interested in. From there, the president and person who holds the current position being applied for, will interview the candidates and choose the best option to better Civil Ladies cabinet and Civil Ladies as a whole. These interviews will be conducted the week before VEISHEA in the spring and applications will be due the prior week.
* The officers must (a) be in good standing with the university; (b) have a minimum cumulative GPA as stated below and meet that minimum GPA in the semester immediately prior to the election, the semester of election and semesters during the term of office. The minimum GPA is 2.50. In order for this provision to be met, at least 12 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).
* Officers may be removed from office by ¾ votes of the other officers and ½ vote of the general membership if actions are deemed inappropriate by the members. Inappropriate actions include but are not limited to not fulfilling duties, violating safety procedure or University policy. The officer is allowed to speak before the general membership for three to five minutes about the issues regarding his/her membership. The person in question will be required to leave the room during the voting process and will be notified of the results via email. If an officer or member is removed, the replacement procedure will follow the same rules at the election procedure and will be effect immediately.

**Article 8:**

* *Advisers*:
	+ The advisers of Civil Ladies will provide guidance to primarily the cabinet members as well as any member of Civil Ladies. They will also provide opportunities for Civil Ladies both academically and through outreach and networking. They will help the Civil Ladies achieve their goals of the semester and meet the purpose and objective of the Civil Ladies. They will also provide financial oversight.
	+ Advisers for Civil Ladies will be appointed by the CCEE department in consultation with the current Civil Ladies cabinet. This will also be the case if an adviser needs to be replaced.
	+ Advisers will serve and be negotiated on a year to year basis with the cabinet members and advisers.
	+ Advisers may be removed from office by ¾ votes of the other officers and ½ vote of the general membership if actions are deemed inappropriate by the members. Inappropriate actions include but are not limited to not fulfilling duties, violating safety procedure or University policy. The officer is allowed to speak before the general membership for three to five minutes about the issues regarding his/her membership. The person in question will be required to leave the room during the voting process and will be notified of the results via email. If an officer or member is removed, the replacement procedure will follow the same rules at the election procedure and will be effect immediately.

**Article 9:**

* Civil Ladies due will be $10 for one semester or $15 for a full year. No refunds will be given. Dues must be paid by the 4th week in the semester. The treasurer shall maintain all financial records and shall countersign with the president for all organizations transactions. Cabinet members must also pay dues.
* 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 approved institution/office. All funds must be deposited within 96 hours after collection.

**Article 10:**

* This constitution may be amended and subsequently ratified at any time, with the unanimous approval of the President, Vice President, and Treasure and with a ¾ vote of the membership, not counting abstainers. Officers will be given one week to consider amendments. Ratified amendments to this constitution must be submitted to the Student Activities Center within 10 days by active cabinet members.