

**Constitution of  
Industrial Technology Club  
(ITec Club)**

**Article I  
Name**

The name of this organization shall be the *Industrial Technology Club (ITec Club)* at Iowa State University. The ITec Club is affiliated, and is the student Chapter for the *Association of Technology, Management, and Applied Engineering (ATMAE)*.

**Article II  
Purpose**

The purpose of this club shall be facilitating professional networking, promoting the Industrial Technology club, and supporting members' academic success. Ultimately, this club is designed for students to have fun within the Industrial Technology industry.

**Article III  
Statement of Compliance**

Section 1: The Industrial Technology Club abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations.

Section 2: The Industrial Technology Club agrees to annually complete President's Training, Treasurer's Training, and Advisor's Training (if required).

**Article IV  
Non-Discrimination Statement**

Iowa State University and the Industrial Technology Club 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 Article**

Membership is open to all currently enrolled students at Iowa State University interested in Industrial Technology.

**Article VI  
Risk Management**

The Industrial Technology Club identifies the club President as the Risk Management Officer. The role of the risk management officer is to [a] help minimize potential risks for club activities, [b] recommend risk management policies or procedures to the Industrial Technology Club, [c] to submit documentation to ISU's Risk Management Office and [d] to ensure that Iowa State University

policies are followed at all of the organization's events and [e] to ensure that proper waivers and background checks are on file with Risk Management for events.

## **Article VII Club Board Members**

Section 1: The Industrial Technology Club Board will consist of; the President, Vice President, Treasurer, Secretary, Outreach Chairs, Fundraising Chair, Social Media Chair, Robotics Chair, & the Advisor(s), noted in Article VIII.

### Section 2: Board Member Duties and Term of Service

Board Members:

(If extenuating circumstances occur, the Board Member must then notify the President or Vice President beforehand.)

- Attend and remain present for the entirety of all Board Member meetings.
- Attend at least 75% of regular Club Meetings
- Attend all Club Socials, Events, and any other agreed upon activities.

President:

- Be the chief executive of the organization
- Delegate duties to individual Board Members
- Outline job descriptions for Board Member positions
- Preside and maintain order at meetings
- Plan and research the needs and wants of the club and its members
- Has final decision in a vote in instances where there are ties
- Be knowledgeable of the club's procedures and purpose
- Distribute a copy of the constitution to Board Members
- Call bi-weekly general club meetings during each semester
- Maintain contact with Student Activities Center and Club Advisor(s)
- Send email to Club Advisor(s) to send out to students if all students need to be contacted
- Reserve Rooms for Special Meetings
- Maintain the ISU Chapter section on the ATMAE website.
- Keep members informed about opportunities through ATMAE, and what it is.

Vice-President:

- Assist the president with their responsibilities
- Maintain an open line of communication between the various organizations of the ISU community related to the club
- Monitor committees
- Handle Event Authorizations
- Plan ATMAE Conference agendas, and enter members/groups for conference activities while attending.

Treasurer:

- Manage and oversee all financial transactions of the club
- Maintain regular contact with the accountant & attend mandatory financial training workshops
- Prepare club budget proposal appropriately each semester
- Submit financial reports to the President upon request
- Present up to date financial report at each Board Meeting (see appendix)
- Maintain Campus Marketplace

Secretary:

- Assist executive officers in clerical duties
- Type letters and reports
- Keep a log of dates and meetings for main events
- Maintain an updated list of members and students who attend the club meetings on a regular basis
- Circulate minutes of the meetings to club members and attendees on request
- Work with Treasurer for a full list of dues paid members

Outreach Chair - Students:

- Bring in new members
- Find speakers for club meetings
- Plan club socials
- Main lead for other student affairs

Outreach Chair - Industry:

- Find speakers for club meetings
- Plan industry tours
- Communicate with companies & other groups interested possible sponsorships
- Plan club socials
- Maintain general company relations
- Coordinate with ATMAE, and continue to strengthen communication and ties with the organization.

Fundraising Chair:

- Plan fundraising events each semester
  - Events may include, but are not limited to; fundraising events at restaurants, car shows, selling club items, and bringing in new club sponsors.
- Find & Communicate with Club Sponsors
  - Contact companies to sponsor the club
  - Keep sponsors informed of club activities.
- Contact & apply for university funding to support the club (ie. through the finance committee of the student government.)
- Review and help improve the Fundraising Packet annually

#### Social Media Chair:

- Manage all club social media pages including; Facebook, Twitter, and school sites
- Promote ITec Club and its members, to promote the efforts to the public
- Create graphics & promotional materials when needed for club activities
- Maintain Club Promotional Board

#### Robotics Chair:

(Tasks are coordinated by Chair, and may be delegated out to Team Leads.)

- \*Must meet with John Haughery prior to being elected
- Understand the rules, objectives and tasks needed to perform at different robotics competitions, including ATMAE
- Assemble a team of willing students to plan, design, build, code, test and organize the materials (robot, poster, presentation, documentation, etc.) necessary for robotics competitions
- May assemble subcommittees & subcommittee leaders so that tasks can be delegated to students with specific skill sets
- Attend all team and subcommittee meetings/work days, keeping students on task
- Teach members that wish to learn about specific areas of focus, while still working on the project
- Manage requests for purchases for the robot using club funds with the Treasurer
- Keep a log of participating students
- Monitor robotics participants' safety
- Has the final say in any disputes between students in the subcommittees about any robotic related decisions

#### Section 2: Criteria for Candidacy

Candidate must be an active dues paying member

- Requirements can be waived for the positions of; the President, Vice President, Secretary, or Treasurer, if no viable candidates are willing or available.

#### Section 3: Method of election of Board Members

Board Members shall be elected by a 2/3 majority vote, of dues paying members present at the vote.

#### Section 4: Date(s) for election of Board Members

All Board Member positions shall last one academic year. Elections will be held with 4 meetings before the end of school year. Early election may be held if a Board Member graduates or leaves university before the end of the academic year. The new team will work with the retiring team to run the last 3 meetings.

#### Section 5: Impeachment/Removal of a Board Member

- A. Any member of the club may issue a request for impeachment of a Club Board Member on the grounds of neglect of duty, or breach of the club's governing law.

- B. There must be a request for the Board Member's removal sent to club advisor(s), and the Club Board at least 3 days before the meeting discussing impeachment.
- C. The Board Member nominated for impeachment shall state their case to the Club Board on the day for the vote for impeachment.
- D. A Board Member may be removed from office by 2/3 majority vote by the Club Board.

Section 6: Replacement of Board Members

The expectation of the Industrial Technology Club Board Members is to fulfill their duties to the best of their abilities. In the case where a Board Member can no longer complete their duties, they may vacate their position. They are however expected to complete their duties until the next general meeting unless extenuating circumstances occur. If a vacant position exists, the ITec Board may appoint a temporary candidate, who is in good standing, to hold the position until the next general club meeting. Board Member replacement method is to hold an election to fill the vacancy until the end of term, in the event of Board Member removal or unscheduled vacancy.

Section 7: Minimum Cumulative GPA for Board Members

The Board Member 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 VIII**  
**Advisor Article**

Section 1: Advisor Duties

- Take an active role in advising the club
- Know the general purpose of the Industrial Technology Club and be familiar with the constitution and bylaws
- Know the officers of the club and the current members of the club
- Meet with the Club President at least once per month

Section 2: Method of Election

Nominations for the advisor(s) position come from the general student membership. Advisor(s) shall be elected by a 2/3 majority vote of the Club Board.

Section 3: Impeachment/Removal of Advisor(s):

- A. Any member of the club may issue a request for impeachment of a Club Advisor on the grounds of neglect of duty or breach of the club governing law.
- B. There must be a request for the Club Advisor's removal sent to the Club President, and the Advisor(s) at least 3 days before the meeting discussing impeachment.
- C. The Club Advisor(s) nominated for impeachment shall state their case to the Club Board on the day for the vote for impeachment.
- D. Club Advisor(s) may be removed from office by 2/3 majority vote of the Club Board.

Section 4: Replacement of Advisor(s)

Advisor(s) replacement method is to hold an election to fill the vacancy until the end of term, in the event of advisor(s) removal or unscheduled vacancy.

**Article IX**  
**Finances Article**

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 or two business days after collection. The Advisor(s) to this organization must approve and sign each expenditure before payment.**

Membership dues will be \$30 per member for the academic year, or \$20 for a single semester. Board Members will pay ITec Club dues directly to ATMAE in order to maintain in Good Chapter standing with ATMAE. ITec Club members are not required to, but may also pay ATMAE student dues to receive benefits of the ATMAE affiliation.

**Article X**  
**Amendments & Ratification**

After deliberation of proposed amendments it shall be tabled until the next meeting, at which time a formal proposal will be brought up for vote. A 2/3 majority will be required to pass amendments. Any amendments will be added following Article X. If there is a change of earlier articles, they will supersede the previous conditions. There is no need to continually change the document. The titling will proceed as follows whereas N stands for the roman numeric assigned to that amendment:

**Article N**  
**“ ”Amendment**

The constitution will be voted on by the general membership of the organization. The voting process will be held in same manner as the Amendments and Ratification system found in Article X. Amended or ratified constitution should be submitted within 10 days to Student Activities Center for approval.

**Article XI**  
**Executive Board**

Section 1: The Industrial Technology Club Executive Board will consist of; the President, Vice President, Treasurer, and Secretary, as well as the Advisor(s), noted in Article VIII.

Section 2: The Executive Board will meet when the need arises to handle issues deemed necessary to handle quicker than the standard weekly Board meeting.

Section 3: The Executive Board will regularly meet prior to the Board meetings to handle regulatory duties.

**Article XII**  
**Voting**

Section 1: Members will vote on the Election of Board Members and Constitutional Changes, by a 2/3 majority of the dues paying members present at the vote.

Section 2: All other club voting decisions will be made by a 2/3 majority vote by the Club Board.

**Appendix**

Financial Report - Club's current balance, pending charges, and transactions list (Date, Transaction, Description, Amount, & Status)