**Engineers’ Week Constitution**

**Article I – Name & Logo**

1. The name of this organization shall be Engineers’ Week Student Organization at Iowa State University, also referred to as E-Week at Iowa State University and E-Week hereafter. The logo of E-Week will be a simplistic, modern circle containing Engineers’ Week in large lettering and the text College of Engineering included being placed below the center large lettering. Colors in the logo are typically black and white but may vary.

**Article II – Purpose & Goals**

1. The mission of E-Week is to involve the College in a celebration of engineering that encompasses all students, faculty, staff, and alumni. The goals of the week are to provide students the opportunity to interact with fellow students, faculty, and company representatives in both a professional and social manner, to educate the public about engineering, and to provide service to the community. In addition to increasing involvement within the College, Engineers’ Week looks to heighten student engagement within our Iowa State and local Ames community.

**Article III – Statement of Compliance**

1. E-Week abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. E-Week agrees to annually complete President’s and Treasurer’s Training.

**Article IV – Non-Discrimination Statement**

1. Iowa State University and E-Week 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**

1. Two types of non-officer membership exist within E-Week. These are Subcommittee members and Crew Members. Membership shall be open to all registered students at Iowa State University. Requirements include an application and – in most cases – interviews.
2. As a subcommittee member, one is required to attend organization meetings regularly and actively aid in the planning and support of organization events and projects. Crew Members are required to attend training sessions and aid in whichever tasks they are assigned. Typically, this will consist of 1-2 different E-Week activities. Since they are representing Iowa State University and the College of Engineering, both subcommittee members and crew members are expected to conduct themselves in a professional manner at all times.

**Article VI – Officers**

1. All officer positions will be determined by an application and interview process. Officer positions operate on a yearly rotating basis. Positions numbered 1-9 will constitute what is known as E-Week Executive Committee.
2. If it is determined that any executive committee member is not performing their necessary duties (see below under OFFICER DUTIES) to expectation, they will receive a written warning; then they can be removed with a ¾ vote of the other officers. The officer in question is permitted to speak before the Executive Committee and the general membership about the charges made concerning his/her performance. The officer is not permitted to participate in the deliberation of the Executive Committee regarding the charges.
3. If an officer is dismissed with the required ¾ vote, they will be replaced in a timely manner through the standard selection process.
4. It is preferred that NO executive committee member be on internship that requires them to live outside of Ames.
5. Engineers’ Week members’ positions, with the exception of the President Co-Chairs, Vice President Operations, and Vice President Business; are absolved upon the completion of their respective final meetings granted appropriate transition documents have been compiled for the following year’s team. The above listed exceptions will continue to serve in their positions until a replacement member has been selected by the methods outlined below or the member in question has graduated.

PROCESS OF SELECTION:

1. In March following the national E-Week, outgoing President Co-Chairs will interview and determine President Co-Chairs to succeed them with the assistance of the E-Week Advisor and Vice Presidents.
2. In March, the new President Co-Chairs will interview and determine Vice President of Operations, Vice President of Business, Resource Manager, Student Engagement Chair(s), Community Engagement Chair(s), Publicity and Merchandise Chairs, Professional Relation Chair(s).
3. Committee Co-Chairs will then conduct interviews and make placements for subcommittee positions.
4. Subcommittees have anywhere between 2-6 members, at the discretion of the applicable Co-Chairs and the President Co-Chairs.
5. The Resource Management Co-Chair will determine E-Week Crew Members through an application process.

OFFICER DUTIES:

1. President Co-Chairs
2. Preside over all meetings.
3. Represent organization on campus.
4. Schedule meetings/events with appropriate University offices.
5. Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and Student Activities Center.
6. Maintain communication with organization adviser.
7. Maintain membership directory.
8. Facilitate communication between Executive Committee Members.
9. Aid the Vice President of Operations in fulfilling risk management responsibilities.
10. Attend weekly Engineering Student Council meetings.
11. Vice President of Operations
    1. Obtain room reservations for meetings and events well in advance.
    2. Submit event authorizations and work closely with the ISU Risk Management Office to understand any changes necessary, communicating these back to the Executive Committee.
    3. Work closely with committees when submitting event authorizations to capture all details.
    4. Plan an Executive Committee retreat in the fall for team building purposes.
    5. In additional to the responsibilities listed above, the Vice President of Operations will be responsible for risk management 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).
12. Vice President of Business
    1. Maintain accurate record of organization transactions.
    2. Collaborate with the President Co-chairs and Executive Committee to develop, monitor and responsibly manage all aspects of the E-Week budget.
    3. Cosign organization checks along with the Adviser if needed.
    4. Review and record all approved expense vouchers, purchase orders, p-card records and expense reimbursements.
    5. Notify Executive Committees of respective budgets for events.
13. Vice President of Sponsorship
    1. Seek sponsorship through companies to aid in funding.
    2. Update sponsorship packet yearly and review funding categories.
    3. Keep record of sponsorship amounts and communicate with companies regarding the ways in which their donations benefit the organization, engineering student body, and the College.
    4. Maintain directory of companies and their respective sponsorship contacts.
    5. Obtain sponsorship company logos in a proper format to be used on merchandise and publicity.
    6. Send a thank-you at the end of the year, highlighting how sponsorship made the events possible and a success.
14. Resource Manager
15. Publicizes and advertises E-week crew member positions.
16. Maintains a list of all interested parties for crew member positions.
17. Conducts optional crew member interviews and required training sessions.
18. Works with Committee Co-Chairs to schedule crew members as needed and define tasks to be performed.
19. Develop staffing plan to ensure appropriate coverage and successful outcomes for events.
20. Student Engagement Co-Chairs
21. Plan and execute different events throughout the spring and fall semesters.
22. Events are to be focused around student involvement and collaboration.
23. Examples include but are not limited to: Golf Tournament, Dead Week Breakfast, Banquet, E-Mazing Race, E-lympics, Game Watch, Matinee Movie.
24. Community Engagement Co-Chairs
25. Reach out to the local community in ways that promote engineering, the College of Engineering, and E-Week.
26. Work with Tau Beta Pi Engineering Honor Society to plan and execute the Pi Mile Run.
27. Work with Engineering Student Council to staff STEM Experience Day.
28. Take on additional responsibilities for planning events during the E-Week such as Button Meals.
29. Publicity and Merchandise Co-Chairs
30. Coordinate organization promotion and publicity of events.
31. Collaborate with the President Co-chairs and Executive Committee to develop E-Week theme and publicity materials.
32. Oversee creation and updating of the E-Week web site.
33. Establish and implement a plan to build student, faculty, staff and employer participation in events, including sponsorship and merchandising items.
34. Oversee the budget for the assigned area of responsibility.
35. Communicate in a timely and accurate fashion with Co-chairs, Executive Committee members and sub-committee members regarding E-Week activities, deadlines, budgets, responsibilities and expectations.
36. Professional Relations Co-Chairs
37. Keep in contact with sponsoring companies, involving the companies in events when seen applicable.
38. Plan Tech Talks for interested sponsors during the fall and spring semesters.
39. Aid other committees when planning events for the E-Week, including but not limited to: Research Night, Virtual Reality Day, Button Meals, etc.
40. Plan and oversee a spring etiquette dinner for the College of Engineering students.

REQUIREMENTS:

The officers of Engineers’ Week must meet the following requirements:

1. 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.
2. Have a minimum cumulative grade point ratio (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.
3. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (i) and (ii).

**Article VII – Adviser**

1. The E-Week adviser will be selected by the College of Engineering Dean's office and will remain the adviser until the Dean's office selects a new adviser when they deem it appropriate.
2. Removal of adviser will take place after consulting with the Dean’s office and a ¾ vote of the officers.
3. Maintain communication and meet with the President Co-Chairs and appropriate Executive Committee members on a regular basis.
4. Develop a set of expectations for the working relationship between students and advisers.
5. Maintain awareness and approval of financial expenditures.
6. Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and Student Activities Center.

**Article VII – Finances**

1. Finances for Engineers’ Week will be managed by the appointed Vice President of Business and President Co-Chairs – with approval from the Adviser. If for some reason the organization is dissolved, the remaining finances shall be donated to the College of Engineering general scholarship fund.
2. Fundraising will be done by request through supporting companies. Every year, a formal letter will be sent out to companies and recruiters asking for general support contributions to E-Week. This letter outlines the goals of the organization and how the funds will be utilized. Companies then write a check for their desired amount of contribution. These checks go to the Iowa State University Foundation under Engineers’ Week.
3. Other fundraising takes the form of Pi Mile Run, E-Week t-shirt sales, and other merchandising.
4. 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. All funds must be deposited within 48 hours after collection. The Adviser to this organization must approve and sign all expenditures before payment.
5. Engineers’ Week does not require its members to pay dues.

**Article VI – Amendments & Ratification**

AMENDMENTS:

Amendments to this constitution must be submitted in writing at a regular meeting of the organization. Said amendment(s) will be voted on at a subsequent meeting. In order to adopt the amendment, a vote of 2/3 of the general membership is necessary. Amended constitution will be submitted within 10 days to Student Activities Center for approval.

RATIFICATION:

This constitution shall become effective upon approval by a ¾ vote of the membership. Ratified constitutions must be submitted to Student Activities Center with in 10 days for final approval.

To be valid, the constitution must be signed by at least the organization's chief student officer and primary Adviser, and approved by the Assistant Director of Student Activities.

Adviser President Co-Chair 1 President Co-Chair 2

**Engineers’ Week Bylaws**

**Article I – Membership**

1. All Co-Chairs need not apply in pairs but may specify a desired co-chair. This is necessary because it helps establish a strong executive committee immediately upon selection.
2. Those that are not selected for Co-Chair positions should be invited to participate as a subcommittee member but are not guaranteed a position.
3. Subcommittee members who weren’t selected should be invited to participate as a crew member but are not guaranteed a position.

**Article II –Officers**

1. Officers of Engineers’ Week will conduct themselves in a professional and dignified manner at all times while representing the organization. Anything that could be construed as a representation of the organization will also be applicable to this rule.
2. Officers will treat others on Engineers’ Week members with respect and courtesy. There are many ways of approaching a problem, and it is the job of ALL E-Week members to work towards a common goal.
3. Failure to meet these expectations may result in the removal of the member in question.

**Article III – Committees**

1. Subcommittee size shall be left to the discretion of that committee’s Co-Chairs and the President Co-Chairs. If a subcommittee cannot accommodate all its desired applicants, it should share those names with other committee Co-Chairs as applicable.
2. Tasks for each committee are delegated to subcommittee members by the Co-Chairs of that committee.
3. Co-Chairs should meet on a regular basis with their subcommittees, passing along general Engineers’ Week information as well as committee specific information.
4. Co-Chairs of Subcommittees shall convey the importance of representing Engineers’ Week in a professional manner as outlined above to their subcommittee members.

**Article IV – Meetings**

1. Executive committee meetings will take place regularly, upon selection of the Executive committee, and be facilitated by the President Co-Chairs.
2. Meetings will occur on an as-needed basis, according to current work loads of Engineers’ Week.
3. Regular meetings will not be conducted during summer and winter break, but Engineers’ Week Executive Members, Subcommittee members and advisors will be required to periodically update progress to one another.
4. All Co-Chairs will meet with each other when necessary to complete their assigned tasks.
5. Subcommittee meetings, facilitated by Committee Co-Chairs, will also take place on a regular basis as needed.
6. Crew Members will participate in several mandatory training sessions throughout the year.

**Article V – Finances**

1. Upon selection of a new executive committee, all co-chairs will prepare an estimated budget based on last years proposed and actual expenditures. These budgets will be compiled by the Vice President of Business who will also procure all receipts and track all sales that occur for that years’ E-Week. After E-Week in February, the Vice President of Business and President Co-chairs will prepare a comparative table of actual expenditures compared to those proposed. This will aid in the planning of the next year’s Engineers’ Week. This information will then be passed on to the new President Co-Chairs when they are selected in March.

**Article VI – Amendment Procedures**

1. To make an amendment to these bylaws, a proposal must be submitted in writing to the current President Co-Chairs. Executive Committee will then vote on the amendment, which must pass with a simple majority of the vote to then be adopted into the Engineers’ Week bylaws.

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