**Constitution of Engineers’ Week**

**Article I – Name**

1. The name of this organization shall be Engineers’ Week Student Organization at Iowa State University, also to be known 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. Colors in the logo will be black and white typically, but may vary.

**Article II – Purpose**

1. The purpose of E-Week is to celebrate engineering students, faculty, staff, and alumni of all engineering disciplines. The goals of this organization are to provide students, staff, and faculty the opportunity to interact with engineering peers and industry representatives in both a professional and social manner. Additionally, public outreach through education and community service remains core goals. To achieve these goals, E-Week will host a variety of events that appeal to both ISU and the surrounding community such as 5k runs, sports tournaments, company talks, dinner banquets, public speakers, catered meals, and student trivia nights.

**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, or status as a U.S Veteran.

**Article V – Membership**

*Section 1: Requirements*

1. Membership shall be open to all registered students in good standing who belong to the College of Engineering at Iowa State University.

*Section 2: Removal*

1. Reasons for removal may include, but are not limited t, 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).
2. The removal process may be initiated by any member of the organization.
3. 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.
4. 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.
5. Membership may be revoked by a majority vote of club members present at the voting meeting where the number of present members exceeds half of the total club member roster.
6. Voting will be conducted by secret ballot at a general meeting.
7. The voting method will be an anonymous virtual form or secret paper ballot (method decided by organization officers).
8. The member in question must have provided a summary of the reasons for removal at least one week in advance of the general membership vote.
9. The vote will be announced at least one week prior to the meeting with a summary of the reasons for removal.
10. 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.
11. 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.
12. Member in question may request reinstatement 365 days after removal.
13. Member must submit a written request for reinstatement to officers.
14. Officers must reach unanimous vote through a show of hands to reinstate member.

**Article VI - Officers**

*Section 1: Officer Positions and Duties*

E-WEEK BOARDS:

1. Officer positions will be determined by an application and interview process. Officer positions operate on a yearly basis. Positions A-G will constitute what is known as the E-Week Executive Board. What is known as the General Committee will be separate from the Executive board, but serves as an introductory pipeline to Executive Board selection.

OFICER 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. Seek sponsorship through companies to aid in funding.
12. Update sponsorship packet yearly and review funding categories.
13. Send sponsors a thank-you at the end of the year, highlighting how sponsorship made the events possible and a success.
14. Endorse and represent organization events at ISU Risk Management meetings.
15. Assist officer in organizing and producing organization events.
16. Vice President of Operations
17. Obtain room reservations for meetings and events well in advance.
18. Maintain E-Week website currency and for yearly events and activities marketed.
19. Submit event authorizations and work closely with the ISU Risk Management Office to understand any changes necessary, communicating these back to the Executive Committee.
20. Work closely with committees when submitting event authorizations to capture all details.
21. Plan an Executive Committee retreat in the fall for team building purposes.
22. 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).
23. Vice President of Business
24. Maintain accurate record of organization transactions.
25. Collaborate with the President Co-chairs and Executive Committee to develop, monitor and responsibly manage all aspects of the E-Week budget.
26. Cosign organization checks along with the Adviser if needed.
27. Review and record all approved expense vouchers, purchase orders, p-card records and expense reimbursements.
28. Notify Executive Committees of respective budgets for events.
29. Student Engagement Co-Chairs
30. Plan and execute different events throughout the spring and fall semesters.
31. Events are to be focused around student involvement and collaboration.
32. Work with Tau Beta Pi Engineering Honor Society to plan and execute the Pi Mile Run.
33. In charge of events such as: Pi Mile, Banquet, E-lympics, Game Watch
34. Community Engagement Co-Chairs
35. Reach out to the local community in ways that promote engineering, the College of Engineering, and E-Week.
36. Work with Veenker Memorial Golf Course to plan and execute the annual golf tournament.
37. Take on additional responsibilities for planning events during the E-Week such as Button Meals and Trivia Night.
38. Publicity, Design, Photography, and Merchandise Co-Chairs
39. Coordinate organization promotion and publicity of events.
40. Collaborate with the President Co-chairs and Executive Committee to develop E-Week theme and publicity materials.
41. Establish and implement a plan to build student, faculty, staff and employer participation in events, including sponsorship and merchandising items.
42. Oversee the budget for the assigned area of responsibility.
43. 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.
44. Professional Relations Co-Chairs
45. Keep in contact with sponsoring companies, involving the companies in events when seen applicable.
46. 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.
47. Maintain directory of companies and their respective sponsorship contacts.
48. Obtain sponsorship company logos in a proper format to be used on merchandise and publicity.
49. Plan Tech Talks for interested sponsors during the fall and spring semesters.
50. Intercollegiate Co-Chairs
51. Plan and execute Engineers on Ice in the fall semester.
52. In charge of the tournament style event during Engineers’ Week, previously has been a Spikeball or Dodgeball tournament but it subject to change.

*Section 2 Elections:*

1. Elections will occur annually during the month of March.
2. 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 Advisor and Vice President of Operations.
3. In March, the new President Co-Chairs will interview and determine Vice President of Operations, Vice President of Business, Student engagement Chair(s), Community Engagement Chair(s), Publicity Chair, Merchandise Chair, Design Chair, Photography Chair, Intercollegiate Chair(s) and Professional Relation Chair(s).

*Section 3: Impeachment/Removal*

1. If it is determined that any executive committee member is not performing their necessary duties (see above 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.
2. If an officer is dismissed with the required ¾ vote, they will be replaced in a timely manner through the standard selection process.
3. It is preferred that NO executive committee member be on internship that requires them to live outside of Ames.
4. 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.

*Section 4: Officer Replacement*

1. In the case of an officer vacancy, a special election must occur within one week of the position being vacated.
2. Special elections must follow the same format as annual elections, outlined in Article VI Section 2.
3. If no candidates come forward for the position, the officers may appoint a committee member to the position with the member’s approval.

*Section 5: Officer Requirements*

REQUIREMENTS:

1. The officer of Engineers’ Week must meet the following requirements:
2. 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.
3. 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.
4. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (i) and (ii).

**Article VII – Advisor**

*Section 1: Duties*

1. Maintain communication and meet with the President Co-Chairs and appropriate Executive Committee members on a regular basis.
2. Develop a set of expectations for the working relationship between students and advisers.
3. Maintain awareness and approval of financial expenditures.
4. Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and Student Activities Center.

*Section 2: Method of Selection*

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.

*Section 3: Removal*

1. Removal of adviser will take place after consulting with the Dean’s office and a ¾ vote of the officers.

**Article VIII – 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 IX – Amendments and 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.

**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.

**Last Updated – 10/18/25**