

Constitution
of the
American Public Works Association Student Chapter
Iowa State University
Effective 01-12-16

Article I – Name

The name of this organization shall be the American Public Works Association Student Chapter of Iowa State University

Article II – Purpose

The purpose of the American Public Works Association Student Chapter, hereafter referred to as APWA, is as follows:

1. To provide students of engineering access to professionals and information about civil engineering in governments.
2. Convey the importance of public works
3. Build leadership in civil engineering

Article III – General Statements

Section I : Regulations

1. APWA will support and adhere to Iowa State University policies, State / Federal Laws and follows local ordinances and regulations.

Section II : Training

1. APWA agrees to annually complete President's Training, Treasurer's Training, and Advisor Training (if needed)

Section III : University Non Discrimination Statement

1. "Iowa State University (and APWA) does not discriminate on the basis of race, color, age, ethnicity, religion, national origin, pregnancy, sexual orientation, gender identity, genetic information, sex, marital status, disability, or status as a U.S. veteran. Inquiries regarding non-discrimination policies may be directed to Robinette Kelley, Director, Office of Equal

Opportunity, Title IX/ADA Coordinator, and Affirmative Action Officer, 3350 Beardshear Hall, Ames, Iowa 50011, Tel. 515 294-7612, email eooffice@iastate.edu"

Section IV : Risk Management

1. All recognized student organizations at Iowa State University must identify a new or existing officer who is responsible for risk management and state the officer's duties in their constitution. For the purposes of APWA, these responsibilities are the Vice Presidents'
2. 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 APWA
 - c. Submit documentation to ISU's Risk Management Office
 - d. Ensure that Iowa State University policies are followed at all of the organization's events
 - e. Ensure that proper waivers and background checks are on file with Risk Management for events (if applicable)

Article IV – Membership

Section I : General Requirements

1. Membership shall be open to all students at Iowa State University.

Section II : Eligibility

1. All members, must pay dues to be considered an official member..
2. To be considered an active member, students must adhere to the following requirements:
 - a. Pay yearly dues of 20.00 USD (\$20.00)
3. Non members may attend APWA meetings, however they will not be considered an official member and will not be entitled to the benefits as such

Section III : Disciplinary Procedures

1. If students are found to be misrepresenting the organization, the following options will be considered by the cabinet, depending on the severity of the offence.
 - a. Leave of absence
 - b. Expulsion from club
 - c. the following guidelines apply to the disciplinary procedures above:
 - i. A unanimous decision must be made by the cabinet on either expulsion or leave of absence.
 - ii. if determined, the leave of absence duration will be determined by the cabinet
 - iii. The offender has the right to attend and defend themselves at the cabinet meeting

Section IV : Active Member Privileges

1. Privileges of being an active member of the APWA shall include the following:
 - a. invitations to all Chapter sponsored events.
 - b. inclusion on all available e-mail lists.
 - c. National APWA membership through the Local Chapter.

Article V – Government

Section I : Requirements for Holding Office

1. Student Officers of this organization must meet the the following requirements:
 - a. Have a minimum cumulative grade point average (GPA) as stated in the paragraph and meet the minimum GPA in the semester of election /appointment and semesters during the term of office. For undergraduate, graduate, and professional students, the minimum GPA is 2.00
 - b. Be in good standing with the university and enrolled: at least half time (six or more credit hours) if an undergraduate student during the term of of office (unless fewer credits are required to graduate in the fall and spring semesters), and at least half time (four or more credits) if a graduate student during their term of office (unless fewer credits are required in the final stage of their degree as defined by the Continuous Registration Requirement)
 - c. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).

Section II: Executive Officers

1. The APWA will have a President, Vice President, Treasurer, Risk Manager, and Social/Publicity Chair in its student cabinet.
2. President
 - a. Act as a resource to all other cabinet members to make APWA successful
 - b. Responsible for the organization and leadership of meetings.
 - c. Head of communication for APWA
 - d. Liaison to the college of engineering, outside companies, and the APWA chapter
3. Treasurer
 - a. Collect membership dues at the beginning of semester
 - b. Provide statements to the CCEE Department for all expenses
 - c. Receive, deposit, and record cash / checks as needed
 - d. Keep weekly records of APWA finances
 - e. See Article IV for further requirements and details
4. Vice President
 - a. Take responsibilities of president if they are unable to attend meetings or events
 - b. Contact outside businesses and professionals for speaker meetings
 - c. Schedule events according to other events taking place with the university
 - d. Take attendance at all meetings and events
5. Risk Management Chair
 - a. Act as the officer responsible for risk management (see Article III, Section IV)
 - b. Complete all needed paperwork in a timely manner
 - c. Be knowledgeable on university and APWA regulations for events.
6. Social Chair/Publicity chair
 - a. Plan and present social functions to the cabinet

- b. Update the APWA website with current events and members
- c. Create and distribute flyers for upcoming events
- d. Keep records of attendance and membership and report to the cabinet

Section III : Organization of Meetings

1. General chapter meetings shall be held when a speaker or any other event is created for members
2. Cabinet meetings shall be governed by the following
 - a. The cabinet will meet every other week at a time determined at the beginning of each semester.
 - b. Meetings are to be conducted in an orderly manner, parliamentary procedure can be enacted if needed
 - c. The discussion shall be guided by the president
3. Voting Procedure shall be governed by the following
 - a. All members of the cabinet shall have an equal vote
 - b. For a general vote (not removal of powers, amendment, or disciplinary) a simple majority ($\frac{3}{4}$) shall take the vote.
 - c. In the event of a tie, the matter shall be debated and tabled for one (1) meeting
 - d. If second vote is still a tie, the faculty advisor will be the tie breaker
 - e. Any cabinet vote can be overturned by a ($\frac{3}{4}$) majority member vote

Section IV : Removal of Powers

1. Resignation of Position
 - a. To resign from office, a member must have reasonable cause
 - b. The member must give the cabinet a two (2) meeting notice before full resignation to ensure proper elections take place.
2. Impeachment
 - a. A ($\frac{2}{3}$) vote of no confidence must first be made
 - b. The officer in question must be given a notice and two (2) meetings to improve issue
 - c. If no change is made in the two (2) meetings time, then the remaining cabinet members must make a unanimous decision of impeachment.
 - d. The offender has the right to attend and defend themselves at the cabinet meetings where the no confidence vote and impeachment vote is being made.
 - e. If removed, elections for the new position shall be held according to the procedure set forth in Article V, Section V, point 1,b & c

Section V : Elections and Term Limits

1. Elections shall be governed by the following
 - a. Elections shall be held in the first two (2) weeks of the second semester of the academic year. (see Article VIII, Point 3 for exception)
 - b. Each current member (meeting the requirements for membership in Article IV) shall have 1 (one) vote
 - c. A simple majority shall win the election
2. Term Limits shall be governed by the following
 - a. Terms are limited by two (2) terms
 - b. One (1) term is defined as the time between elections or one (1) year.

- c. If there is no willing or suitable replacement, then the officer may serve more than the allotted amount of terms.

Article VI – Finances

Section I : Organization of Finances

1. 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 of the organization must approve each expenditure.

Section II : Management

1. The treasurer shall be responsible for management of finances

Article VII – Advisors

1. Requirements and Approval
 - a. Advisors must be employed at the university on at least a halftime, continuous basis
 - b. All advisors shall complete the Advisor training program and sign the Advisor agreement annually
 - c. Advisors must be approved by a ($\frac{3}{4}$) majority vote of the cabinet annually.
2. Removal
 - a. See Article V, Section IV for general removal procedures.

Article VIII – Amendment

1. This constitution may be amended by a ($\frac{3}{4}$) vote by the cabinet, or a ($\frac{3}{4}$) petition of general chapter members
2. The Constitution must be approved annually by the cabinet.
3. Founder exception to annual voting
 - a. To ensure stability, a vote shall not be held in the academic year of 2015 - 2016.
 - b. First elections shall be held in the second semester of the 2016 - 2017 academic year, after which, all election rules set forth in this constitution shall apply.
 - c. This amendment shall be removed from the constitution after the first official vote of APWA