

#### Article I Name:

The name of this organization shall be Iowa Women in Architecture and shall be abbreviated as IAWIA

#### Article II Purpose:

The organization is a student extension at Iowa State University to the professional organization, which is centered around the discussion and understanding of the female role in Architecture and Design. Bringing students and faculty together along with professionals in the area, IAWIA offers monthly group discussions, a mentor program pairing students with business professionals, as well as semester events including a Portfolio Review and a Des Moines area Firm Crawl

#### Article III Statement of Compliance:

Iowa Women in Architecture abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. Iowa Women in Architecture agrees to annually complete President's Training, Treasurer's Training and Adviser Training (if required)

#### Article IV Non-Discrimination Statement:

"Iowa State University and Iowa Women in Architecture 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:

Membership shall be open to all registered students in academic good standing at Iowa State University. It is beneficial, but not required, to be in the academic study of Design. While IAWIA stems from the empowerment of women, this club does not limit access based on gender.

#### Article VI: Risk Management:

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 Iowa Women in Architecture
- [c] to submit documentation to ISU's Risk Management Office

- [d] to ensure that Iowa State University policies are followed at all of the organization's events
- [e] to ensure that proper waivers and background checks are on file with Risk Management for events (if applicable)

## Article VII Officers:

### Section I. - Officers

- a. President
  - i. Serves one (1) academic year
  - ii. Presides over General Meetings and Board Meetings
  - iii. Promotes chapter goals, programs, and activities
  - iv. Ensures members are meeting requirements for membership
  - v. Oversees activities of officers
  - vi. Appoints committee chairs with advice of Vice President
  - vii. Appoints interim officers in case of vacancy
  - viii. Maintains relations with local community, Student Activities Center, and IAWIA professional organization
- b. Vice President
  - i. Serves one (1) academic year
  - ii. Presides over General Meetings and Board Meetings in absence of President
  - iii. Advises President in appointing committee chairs
  - iv. Oversees activities of committees and offers guidance to committee chairs
- c. Treasurer
  - i. Serves one (1) academic year
  - ii. Prepares budget allocation for each semester
  - iii. Maintains accurate chapter budget
  - iv. Coordinates the collection and record of dues from student members and facilitates transfer of dues to the IAWIA professional organization
  - v. Prepares update of chapter budget for each general meeting
  - vi. Administers reimbursement procedures for chapter supported programs and events
- d. Secretary
  - i. Serves one (1) academic year
  - ii. Takes notes during General Meetings and Board Meetings
  - iii. Maintains record of notes from General Meetings and Board Meetings
  - iv. Emails notes from General Meetings to members
  - v. Maintains and emails members the chapter calendar for all chapter-sponsored events and general meetings
  - vi. Maintain list of all members, their email addresses, and records attendance at meetings
- e. Risk Manager
  - i. Serves one (1) academic year
  - ii. Fills and submits required forms for events to Student Activities Center

- iii. Monitors and advises officers and committee chairs on University risk management policies
- iv. Identifies potential risks associated with chapter-sponsored events

## Section II. - Committees

- a. Mentor Program Committee Chair
  - i. Serves one (1) academic year
  - ii. Coordinates mentor program schedule and events with IAWIA organization Liaison
  - iii. Gathers list of paying members intending to participate in Mentor Program
  - iv. Updates chapter on Mentor Program events and schedule
- b. Public Relations Committee
  - i. Serves one (1) academic year
  - ii. Maintains IAWIA organization Facebook page and Twitter account
  - iii. Promotes activities and programs of IAWIA
- c. Professional Outreach & Events Committee
  - i. Serves one (1) academic year
  - ii. Establishes and executes IAWIA sponsored events excluding the mentor program
  - iii. Updates organization on events and schedule

## Section III. - Election Procedures

- a. Date
  - i. Elections shall occur once a year during the last general meeting of the academic year (usually held in April). The following positions will be filled through these elections:
    - President
    - Vice President
    - Treasurer
    - Secretary
- b. Method
  - i. Elections shall take place by secret ballot. Only members who have paid dues and are present at the General Meeting during which the election is held may vote
  - ii. The winner of each election will be determined by majority vote
  - iii. Prior to voting for each position, the Secretary shall read the ballot of nominees to the members present
- c. Nominations
  - i. Nominations for each position must be communicated to the Secretary prior to each vote. Members may nominate themselves or other members to any position should they be eligible to hold office as determined by Article VII, Section IV

- ii. Nominations for each position will open two (2) weeks prior to elections

#### Section IV – Officer & Committee Chair Eligibility

- a. The officers and committee chairs of this organization must meet the following requirements:
  - i. 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
  - ii. 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, and graduate 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
  - iii. Have paid in full all chapter dues and fees prior to election
  - iv. All members who fail to meet the above requirements are ineligible to be nominated and/or elected to officer positions and are ineligible to be appointed as a committee chair

#### Section V – Removal or Impeachment of Officers and Committee Chairs

- a. Officers and committee chairs who are in violation of Article VII, Section IV, shall be removed from office immediately
- b. Officers and committee chairs may be impeached if the organization finds the officer or chairperson to be guilty of the following:
  - i. Failure to uphold the duties of the position
  - ii. Failure to uphold the mission of the student organization
  - iii. Failure to maintain the requirements of eligibility as stated in Article VII, Section IV
- c. The following method shall be used to determine impeachment:
  - i. A paying member motions for impeachment; motion is seconded by a different paying member
  - ii. Reasons for impeachment are outlined by the member who made the motion for impeachment
  - iii. The officer or committee chair who is the subject of the impeachment hearing is allowed the opportunity to respond. After responding, the officer or committee chair shall leave the room
  - iv. General members and paying members shall discuss impeachment of the officer and committee chair
  - v. After discussion, the officer or committee chair shall return and a vote by secret ballot will commence. A 2/3 vote of paying members in favor of impeachment is required to remove the officer or committee chair from their position

## Section VI – Replacement of Officers and Committee Chairs

- a. Should an officer or committee chair position become vacant, the runner-up from the original election shall assume the position
- b. Should the runner-up be unable to or decline to assume the vacated position, the President, with advice of the Vice President, shall appoint an interim Officer or Chairperson to serve the remaining term

## Article VIII Advisor:

### Adviser Duties:

The Advisor shall sit in on club meetings and aid in the organization and planning of IAWIA events

### Method of election/selection of adviser(s):

Advisors are contacted by the current president and requested for participation

### Adviser(s) Term of Service:

Serves one (1) academic year, and shall return at the request of the newly elected Council.

### Impeachment/Removal of Advisers:

Any member may motion for impeachment; motion must be seconded by a different member

Reasons for impeachment are outlined by the member who made the motion for impeachment

The advisor in question is allowed the opportunity to respond. After responding, the advisor shall leave the room

Members shall discuss impeachment of the advisor

After discussion, a vote by secret ballot will commence. The advisor shall return for the verdict. A 2/3 vote of members in favor of impeachment is required to remove the advisor from their position

### Replacement of Advisers:

In the event that the advisor has been asked or chosen to resign the President and Vice President will contact another faculty member whose personal views align with those of IAWIA

## Article IX Finances:

All members are to pay the annual amount of \$20.00 to gain access to the organization. This fee is to cover the cost of repayment of donation from IAWIA professional group. After the monetary donation has been recovered and paid to the professional group, additional dues collected will go towards funding organization's hosted events

All monies collected by this organization shall be addressed to Iowa Women in Architecture. All funds must be deposited prior to the first organization event offered to paying members.

In the event of the organization's dissolve, the unused funds will be divided and repaid to all current members equally.

#### Article X:

##### Section I. - Adoption

- a. This constitution shall be adopted by a majority vote of active members

##### Section II. Amendments

- a. This constitution may be amended at any general meeting by a majority vote of active members, provided that notice of the proposed amendment has been communicated to members at least one (1) week prior to said general meeting
- b. After the adoption of any amendment, the President shall send copies of the updated constitution to the Student Activities Center for approval within ten (10) days of their amendment