

Graduate Organization of Electrical and Computer Engineering (GO-ECpE)

Constitution

March 31, 2017

Article I: Name

This formal name of this Iowa State University student organization will be: Graduate Organization of Electrical and Computer Engineering (GO-ECpE). It is referred to as the Organization in this constitution. The Department of Electrical and Computer Engineering is referred to as ECpE or the Department. Iowa State University is referred to as ISU. The Graduate and Professional Student Senate is referred to as GPSS.

Article II: Purpose

1. The purpose of the Electrical and Computer Engineering Graduate Student Organization (herein referred to as GO-ECPE) is to foster a sense of community and help in professional development of the ECpE graduate student body, and to serve as a liaison between the ECpE graduate students and the Department.
2. The Organization also performs community outreach and networks with alumni.
3. The Organization will represent graduate students from the Department of Electrical and Computer Engineering in the various ECpE committees.
4. The Organization will help provide graduate student feedback to ECpE.
5. The Organization will help to facilitate social interactions among the graduate students in ECpE.

6. The Organization will nominate ECpE Senators to GPSS.
7. The organization will also facilitate formation of departmental learning communities'/discussion groups to promote student networking and interactions
8. The organization is not a student organization based on a commitment to a set of beliefs

Article III: Statement of Compliance

1. The Organization abides by and supports Iowa State University policies, State and Federal Laws, and follows local ordinances and regulations.
2. The Organization abides by and commits to the IEEE and ACM Code of Ethics.
3. The Organization agrees to annually complete the ISU President's Training, Treasurer's Training, and Advisor Training (if required).

Article IV: Nondiscrimination statement

ISU and The Organization do not discriminate on the basis of race, ethnicity, sex, pregnancy, color, religion, national origin, physical or mental disability, age, marital status, sexual orientation, gender identity, genetic information or status as a U.S. Veteran.

Article V: Membership

1. Membership shall be open to all registered students in good standing at Iowa State University.
2. Every enrolled graduate student of ECpE is automatically a member of GO-ECpE provided:
 - a. Each member has one vote
 - b. The advisor doesn't have voting rights

Article VI: Risk Management

The vice president will be responsible to discharge duties similar to that of a Risk Management Officer and/or submit documents as and when required to ISU's Risk Management Office.

Article VII: Officers

The officers of GO-ECpE will be the president, vice president, treasurer, web coordinator, events manager, and outreach & publicity chair. The duties of the officers are as mentioned below.

President

The president is responsible for efficient coordination of the group's meetings, managing activities in accordance with policies and procedures of the ECpE, ISU and the Organization constitution. The President shall preside at all meetings of the organization except for specific committee meetings. The president is the representative from GO-ECpE to the department of Electrical and Computer Engineering at ISU. The president will coordinate with each officer to ensure that they discharge their respective duties in a timely manner.

Vice President

The vice president will discharge all duties of the president in case of absence or other extenuating circumstances.

In addition, the vice president will be responsible for discharging the duties relevant to that of a risk management officer and communicate with ISU's Risk Management Office in this regard. He/She will also coordinate with the events manager to conduct social events as deemed appropriate by the group.

Treasurer

The treasurer will be responsible for initiating requests for funding from the sources such as Graduate and Professional Student Senate (GPSS) or the Government of the Student Body (GSB) or the ECpE department. The treasurer is also responsible for preparing the club's annual budget and getting approval on it from the general members. He/She will also be the direct point of contact with the Campus Organizations Accounting (COA) office. He/She will handle all transactions for payments towards the logistics of the talks/workshops organized by the club. He/She will be the designated cardholder of the COA P-Card that will be used for all of our transactions.

We will not be collecting any membership fee or any other payments in cash. In case there are cash transactions that are not avoidable, the treasurer will be responsible for making the cash deposits on behalf of the club to the COA account.

Web Coordinator

The web coordinator will design the website and manage the social media profile for GO-ECpE. The website will serve as the central point of contact between the members outside of the meetings. Accordingly, the web coordinator will take meeting minutes and ensure that accurate information about the meetings are published on the website immediately. The website will also serve as an archive for data about past meetings/events. He/She will post regularly new events, useful links such as tutorials and video lectures, deadlines for upcoming conferences, and other useful resources. In addition, he/she is responsible for sending out timely reminder emails to everyone in the group.

Events/Graduate Learning Community Managers

The events managers are responsible for inviting speakers, deciding on possible social activities, outdoor recreational meets and discussing them with the committee at the start of the semester. This includes reserving the venue at an agreeable time for the entire group, sharing publicity information with web coordinator and coordinating with the treasurer for refreshments at the meetings. He/She will determine the feasibility of conducting workshops beneficial to all the group members and discuss this with the president and other officers.

Outreach and Publicity Coordinator

The outreach and publicity officer acts as the face of GO-ECpE to people who are not regular members of the group. This includes faculty members in Electrical and Computer Engineering, other ISU departments, as well as people outside ISU. He/She will determine the feasibility of scheduling talks by well-known invited speakers, and discuss this with the president and other officers. In addition, he/she should try to increase the attendance of the meetings by advertising it to other departments.

The other details about the officer positions are mentioned below:

- Term of office: The term for each officer will be the entire academic year.

- Method of Election: It will be done by a secret ballot vote to the final candidates by all members of the group. The election will be done in the last month of the academic year; the exact date will be communicated by the events manager to members.
- Removal of Officers: Any officer, other than the president, can have impeachment proceedings initiated against them by the president if the faculty adviser agrees to it. For the president, at least one-fourth of all members of the group, and the faculty adviser, are required to initiate the impeachment proceedings.
 - The person who is being impeached is allowed to present their case to the entire group.
 - The impeachment can only happen in a meeting of all members of the group, and the faculty adviser must be present. It is decided by a secret ballot which the faculty adviser must conduct.
- Replacement of Officer: Any officer who is impeached is replaced by a general election as specified in 'Method of Election'.
- Additional Members/Subcommittee: Temporary committees may be created from time to time based on the requirements of the organization and recommendations from the department chair/DOGE/academic advisors. Members will be elected by the President after consultation with the other officers.
- Minimum qualification criteria: The officers of this organization must meet the following requirements:
 - Be in good standing with the university and enrolled: 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.
 - 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.
 - Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in the above two bullets.

Article VIII: Adviser

- 1) The advisers (sponsors) shall be the Director of Graduate Education (DOGE) and Director of Student Professional Development of ECpE. He/She will closely coordinate with the president and ensure that the DSRG stays true to this governing document in terms of its objectives. In case of conflicts among the officers, the adviser will be the final arbiter.
- 2) The advisors shall be generally responsible for the activities of the Organization.
Specifically, the Sponsors:
 - a. Help provide continuity from year to year as student leadership and personnel change.
 - b. Promote effective student-faculty relationships.
 - c. Exercise financial supervision, if necessary, by:
 - i. Providing the mandatory approval of Organization expenditures by signing each expenditure before payment.
 - ii. Promoting prompt payment of bills and collection of dues.
 - iii. Overseeing the settlement of all accounts in the event of dissolution of the Organization.
 - iv. Reviewing the annual financial report.
 - d. Represent the Organization interests to the faculty and administration of ECpE and ISU.
 - e. Update the Organization Officers with the relevant administrative decisions of the Department.
 - f. Forward the GPSS Senator nominations to the relevant GPSS Officer by the end of March.
 - g. Forward any information received from GPSS to the Organization Officers.
 - h. Help the Officers in making policy decisions.
- 3) The Advising Coordinator of ECpE will assist the advisor in performing these duties.
The adviser can have impeachment proceedings initiated only by a unanimous decision among the officers. The impeachment vote must be a two-third majority hand vote among all the members of the organization. The new faculty adviser may be then selected by the officers.

Article IX: Finances

There are no membership dues towards our club. The treasurer will be in charge of all monetary transactions. A COA P-Card will be used to pay for all logistic requirements. If the organization is dissolved, any remaining funding received from the Iowa State University GPSS or any other Iowa State University Department which acts as the funding agency, will be returned to the

respective department.

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 adviser to this organization must approve and sign each expenditure before payment.

Article X: Amendments and Ratification

The constitution is voted on and accepted by every member of the committee and student members at the beginning of each academic year. The ratification vote will be a simple majority hand vote among all members.

The constitution can be amended by a two-thirds majority hand vote of all the members of Go-ECpE. The amended constitution will be immediately provided to the ISU Students' Activity Center by the president.