**The Institute of Industrial & Systems Engineers Constitution**

**Chapter #823**

**Iowa State University**

Established: *January 15, 1957*

Revised: March 13, 2019

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# **Article I: Name**

The name of this organization shall be known as the Iowa State University Student Chapter of the Institute of Industrial & Systems Engineers, hereinafter referred to as “Iowa State Chapter of IISE".

# **Article II: Purpose**

## **Section 1** – Purpose

The purpose of this organization shall be to promote the interest of Industrial Engineering at Iowa State University and to engage in all activities that shall further the cause of the same.

## **Section 2** – Organization and Compliance

Business will be conducted in a manner consistent with Iowa State University, the Engineering Student Council (Hereinafter referred to as ESC), and the National Institute of Industrial & Systems Engineers Regulations. ”The Iowa State Chapter of the IISE abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. The Iowa State Chapter of the IISE agrees to annually complete President’s Training, Treasurer’s Training and Adviser Training (if required).”

## **Section 3** – Affiliation

The local Iowa State Chapter of the Institute of Industrial & Systems Engineers is an affiliation of the National Institute of Industrial & Systems Engineers (Hereinafter referred to as “National IISE”) and possesses the right to adopt its own regulations within those of the University and the National IISE Chapter.

# **Article III: Statement of Compliance**

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

# **Article IV: Non-Discrimination Statement**

Iowa State University and IISE 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** –MemberEligibility

Membership shall be open at any point during the fall and spring semesters to any student at Iowa State University that wishes to pursue a degree in Industrial and Manufacturing Systems Engineering.

## **Section 2** – Active Members

Active membership in this organization shall be limited to students registered as undergraduates or graduates at Iowa State University.

## **Section 3** – Obtaining Membership

Persons wishing to join the Chapter shall complete an application authorized by the National Chapter of Institute of Industrial & Systems Engineers, and at the moment of filing, pay the Student Chapter dues as defined by the National Chapter. Upon completion of application, said person shall notify the Student Chapter Administrative Vice President of their membership.

## **Section 4** – Active Member Rights

Active members shall be entitled to all the rights and privileges of Chapter membership as defined and stated in this Constitution.

## **Section 5** – Associated Members

Associate members shall be entitled to all the rights and privileges of Chapter membership as defined and stated in this Constitution except the right to vote and hold office.

## **Section 6** – Membership Dues

The National IISE regulates an annual fee that all Student Chapter members must abide by.

# **Article VI: Officers**

## **Section 1** – The Executive Cabinet

1. The executive cabinet shall consist of the President, Executive Vice President, Administrative Vice President, and Treasurer.
2. The purpose of the executive cabinet is to maintain the policies and bylaws of the constitution and represent the Iowa State chapter of IISE at both Iowa State and National IISE functions.
3. The executive cabinet members will convene every week to discuss all information relevant to the functionality of the Iowa State chapter of IISE and to plan upcoming events, and discuss policy changes to the chapter constitution.

## **Section 2** – Duties of the Executive Cabinet

1. President
   1. Manage and delegate the tasks performed by members in his/her executive cabinet.
   2. Preside over all cabinet and Chapter meetings and perform such other duties, as he/she deems incumbent on the office
   3. Shall be Chapter correspondent with the Institute of Industrial & Systems Engineers Professional Chapters, national headquarters, and the Iowa State University IMSE department
   4. Present the office successor with a summary report of activities carried out during his/her term, which will be presented during the transition period
   5. Meet with IISE faculty contact a minimum of one time each month to present information on current events, activities, policy changes, constitutional infractions by cabinet members and all other such information pertinent to the integrity and operation of the organization's daily functions
   6. Meet with IMSE Department Chair a minimum of one time each semester to present summary of status of the club
   7. Responsible for reviewing and revising Chapter constitution to ensure that the organization is operating in conformity with the standards set forth by Iowa State University and the Student Activities Center
   8. Must attend all President Meetings by the Engineering Student Council
2. Executive Vice President
   1. Major duties are professional development of the chapter such as:
   2. Chapter training, including any IISE professional trainings
   3. IISE Regional Conference
3. Administrative Vice President
   1. Major duties are as follows:
   2. Record all IISE attendance
   3. Maintains membership roster and emailing list
   4. Recruitment Responsibilities
   5. National IISE paperwork and forms
   6. Shall serve as the Risk Management officer
      1. Help minimize potential risks for club activities
      2. Recommend risk management policies or procedures
      3. Submit documentation to ISU's Risk Management Office
      4. Ensure that proper waivers and background checks are on file with Risk Management for events (if applicable)
4. Treasurer
   1. Shall keep all records of Chapter funds and shall report at each meeting on the status of the Chapter's finances
   2. Will obtain all proper signatures for transferring money into and out of Chapter accounts.
   3. Must attend all Engineering Student Council meetings containing the organization’s budget
   4. Shall handle the Chapter T-shirt sales

## **Section 3** – Sub Chair Cabinet

The sub chair officers of the Chapter, which reside in the Chapter cabinet shall be: Fundraising Chair, Events Chair, Outreach Chair, Communications Chair, Sponsorship Chair, up to three Freshman Representatives, and President-Elect

## **Section 4** – Duties of Sub Chair Cabinet

1. Fundraising Chair
   1. Shall promote and supervise all fundraising for the Chapter
   2. Shall preside over any member or committee of members that are performing duties that entail fundraising for the Chapter as outlined by the current cabinet
2. Events Chair
   1. Shall promote and supervise all Chapter events outside of fundraising events and those delineated to the Executive Vice President.
   2. Shall preside over any member or committee of members that are performing duties that entail promoting and organizing Chapter events as outlined by the current cabinet
3. Outreach Chair
   1. Shall promote the Chapter through philanthropic events
   2. Shall preside over new member recruitment and outreach
   3. Shall be primary chapter contact for campus IE learning communities
4. Communication Chair
   1. Shall promote the Chapter through the internet and flyers
   2. Shall update the chapter board
   3. Will acquire photographs of Chapter events
   4. Create flyers for Chapter events
   5. Formulates newsletters for the Chapter
   6. Maintain the Chapter’s social media accounts and website
5. Sponsorship Chair
   1. Shall be the primary chapter contact for companies outside of Iowa State University
   2. Shall be responsible for seeking out chapter partnerships with Industrial Engineering employers
   3. Shall oversee any plant tours or other off-campus interactions with employers
6. Freshman Representatives
   1. Shall be no fewer than two but no more than three in number of persons
   2. Shall each be assigned to work with one of the following positions: Administrative Vice President, Executive Vice President, President, or Treasurer
   3. Shall be selected in the fall semester, but be elected for the spring semester
7. President-Elect
   1. Shall succeed the role of President after conclusion of the President’s term
   2. May serve in another cabinet role during their term as President-Elect
   3. Shall serve as an ex-officio of the cabinet during their term if not in another role

## **Section 5** – Position Terms

Officers must be able to serve until the term of office has ended.

## **Section 6** – Term of Office

The term of office for each officer shall be defined as follows:

1. The President, Executive Vice President, Administrative Vice President, and Treasurer shall begin servicing their respective term in office as of July 1 following the spring elections. The officers shall remain in office until the next spring election unless found in conflict with the eligibilities outlines hitherto.
2. The President-Elect shall begin their term at of the conclusion of fall elections, and shall remain in office until the conclusion of the sitting President’s term unless found in conflict with the eligibilities outlines hitherto.
3. Fundraising Chair, Events Chair, Outreach Chair, Communications Chair, and Sponsorship Chair shall begin serving their respective term in office as of July 1 following the spring elections and January 1 following the fall elections. These officers of the sub chair cabinet shall remain in office for six months.
4. Freshman Representatives shall begin serving their term upon selection, or on January 1 following fall elections.

## **Section 7** – Election Period

1. There shall be one election in the fall semester and one election in the spring semester.
2. An election shall be held during the second to last general chapter meeting of the spring and fall semesters.
3. The executive cabinet members except the President shall be elected during the spring election period.
4. The sub chair cabinet except the President-Elect and Freshman Representatives shall be elected each semester.
5. The President-Elect shall be elected during the fall election period.
6. Freshman Representatives shall be elected for spring during, and selected the fall election period.

## **Section 8** – Method of Election

1. All chapter members will be notified of the upcoming election period a minimum of one month in advance.
2. All elections will be held by way of silent ballot.
3. Election of officers will require a simple majority vote from the general membership attendant at the election meeting.
4. If a candidate fails to receive a majority of votes, a runoff election will be held between the top two candidates that received the most votes.

## **Section 9** – General Eligibility

To be elected, the chapter officers shall meet the following general criteria and qualifications unless otherwise specified in this constitution.

1. **President** - Shall be an Industrial Engineering major and be classified as a junior or higher classification at the time he/she will reside as President and must have maintained one semester of prior IISE cabinet experience.
2. **Executive Vice President** - Shall be an Industrial Engineering major and be classified as a sophomore or higher classification at the time he/she will reside as Executive Vice President and must have maintained one semester of prior IISE cabinet experience.
3. **Administrative Vice President** – Shall be an Industrial Engineering major and be classified as a sophomore or higher classification at the time he/she will reside as Administrative Vice President and must have maintained one semester of prior IISE cabinet experience.
4. **Treasurer** – Shall be an Industrial Engineering major and be classified as a sophomore or higher classification at the time he/she will reside as Treasurer and must have maintained one semester of prior IISE cabinet experience.
5. **Fundraising Chair** - Shall be an Industrial Engineering major and be classified as a sophomore or higher classification at the time he/she will reside as Fundraising Chair and must have maintained one semester of Chapter membership prior to the term of holding office.
6. **Events Chair** - Shall be an Industrial Engineering major and be classified as a sophomore or higher classification at the time he/she will reside as Events Chair and must have maintained one semester of Chapter membership prior to the term of holding office.
7. **Outreach Chair** - Shall be an Industrial Engineering major and be classified as a sophomore or higher classification at the time he/she will reside as Outreach Chair and must have maintained one semester of Chapter membership prior to the term of holding office.
8. **Communication Chair** - Shall be an Industrial Engineering major and be classified as a sophomore or higher classification at the time he/she will reside as Communication Chair and must have maintained one semester of Chapter membership prior to the term of holding office.
9. **Sponsorship Chair** - Shall be an Industrial Engineering major and be classified as a sophomore or higher classification at the time he/she will reside as Sponsorship Chair and must have maintained one semester of Chapter membership prior to the term of holding office.
10. **Freshman Representative -** Shall be an Industrial Engineering major and be classified as a Freshman or be in their first year at Iowa State at the time he/she will reside as Freshman Representative.
11. **President-Elect** - Shall be an Industrial Engineering major and be classified as a sophomore or higher classification at the time he/she will reside as President-Elect and must have maintained one semester of prior IISE cabinet experience

## **Section 10** – Academic Eligibility

The officers of this organization must meet the following requirements as prescribed by the Iowa State University Student Activities Center:

1. Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum cumulative GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office. For undergraduate 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.
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. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).

## **Section 11** – Co-op and Study Abroad Eligibility

Co-operative education students or study abroad students may serve as an officer providing they meet the requirements of ARTICLE SIX, SECTION 9. He/She must be elected as Co-Officers with at least one of the officers being able to fulfill the office to the end of its term as required by ARTICLE SIX, SECTION 5.

## **Section 12** – File Impeachment Petition

Any Chapter member may file a petition for the impeachment of a Chapter officer to the Chapter President and/or Chapter Advisor.

1. Said petition must explicitly define the reasons for such action.
   1. Reasons for impeachment may include but are not limited to:
      1. Purposeful misappropriation of club funds
      2. Conduct unbecoming to an officer of the club
      3. Blatant disregard of position responsibilities
2. Said petition must be signed by at least one-third (1/3) of the chapter’s active members.

## **Section 13** – Impeachment Vote

1. A vote for removal of the officer designated in such impeachment petition shall take place at the next meeting of the Chapter following filing of the petition.
2. Any elected officer shall be removed from office upon the affirmative vote of two-thirds (2/3) of the chapter’s active members
3. A quorum for the election or removal of any officer shall be one-half (1/2) of the chapter’s active members

## **Section 14** – Impeachment Guidelines

If the petition is defeated in vote, the same position cannot be raised again against an officer during the same term.

## **Section 15** – Resignation

Any officer may resign from his/her position by submitting to the Chapter President and/or Chapter Advisor a written explanation of his/her reasons for resignation.

## **Section 16** – Special Elections

1. The President or Chapter Advisor shall call a special election quorum of the active Chapter membership to fill a vacancy left in any Chapter office. Any officer elected during such and election will finish serving the term of office left vacant by his/her predecessor.
2. All candidates up for elections deemed as “Special Elections” can have part or all of their general eligibility status waved by two-thirds majority of the executive cabinet.

# **Article VII: Chapter Advisor**

The duties of the chapter advisor are as follows:

1. The chapter advisor shall be on the Instructional Staff and shall be an Associate member of the Chapter.
2. He/She shall serve at the discretion of the head of the Industrial and Manufacturing Systems Engineering Department at Iowa State University and be approved for his/her position by the same.
3. He/She shall serve as advisor and primary consult to the executive cabinet, primarily to the president.
4. He/She shall meet with chapter president a minimum of one time each month to discuss information on current events, activities, policy changes, constitutional infractions by cabinet members and all other such information pertinent to the integrity and operation of the organization's daily functions.

# **Article VIII: Finance**

## **Section 1** – Dues

The chapter shall have the power to levy such dues, fees, and/or assessments on active members as is necessary to carry out the stated objectives of the Chapter and as is necessary to cover the dues payment requested by the National Chapter of the Institute of Industrial & Systems Engineers. Annual dues as stated by the National Institute of Industrial & Systems Engineers are $37 per student.

## **Section 2** – Financial Responsibilities

The Chapter shall be solely responsible for any and all liabilities and/or obligations, which it or its authorized agents may carry out.

## **Section 3** – Financial Management

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 24 hours after collection.

# **Article IX: Amendments and Ratification**

## **Section 1** – Voting to Amend Chapter Constitution

1. This Constitution may be amended by the ratification of the Amendment by a simple majority of the members present at two consecutive meetings.
2. Amended or ratified constitution will be submitted within 10 days to Student Activities Center for approval.