

Constitution

Aerospace Mentorship Program

Nathan Roth and Camden Woods
IOWA STATE UNIVERSITY

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Article I Name

The name of this organization shall be the “Aerospace Mentorship Program” (AMP) at Iowa State University, hereinafter referred to as the Program.

Article II Purpose

The Program is a student run, non-profit organization. The purpose of the Program is to aid students enrolled in the Iowa State University College of Engineering through their college careers and beyond through mentorship and industry connections. The Program will pair it's underclassmen with experienced upperclassmen members who will educate those new engineering students how to navigate the pitfalls and fulfill their potential through the mentor-mentee relationship. The Program will pair it's upperclassmen members with a network of graduated alumni who will impart advice on how best to become a fully-fledged engineer as well as potentially secure them future employment opportunities through the mentor-mentee relationship.

Article III Statement of Compliance

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

Article IV Nondiscrimination Statement

Iowa State University and the Program 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

5.1 Requirements

Membership of the Program shall be open to anyone who may be interested, including ISU students, faculty, and staff, as well as members of the community. There are no academic standards for membership to the Program. Regular meetings, seminars, clinics, and social events are open to the general public.

5.2 Benefits

Benefits of membership include, but are not limited to:

1. Access to one-on-one mentoring
2. Access to Program sanctioned social events
3. Access to networking & career development opportunities

5.3 Expulsion and Suspension

A member may be suspended for a period of time or expelled for a cause for conduct or acts deemed to be prejudicial to the Program. Examples of offences are unethical behavior, not complying with university, state, or federal law, or lying to members of the Board or Aerospace Engineering Department. Such suspensions or expulsions shall become effective upon the affirmative by a two-thirds majority vote by the Board and approval of the faculty advisor. The action of the Board upon either suspension or expulsion shall be final, and during the period of suspension and after expulsion, the member shall forfeit all rights, privileges, and benefits of membership.

Article VI Risk Management

The role of the risk management officer is to help minimize potential risks for club activities, recommend risk management policies or procedures to the Program, to submit documentation to ISU's Risk Management Office and to ensure that Iowa State University policies are followed at all of the organization's events, and to ensure that proper waivers and background checks are on file with Risk Management for events (if applicable).

Article VII Board Members

7.1 Membership Control

The basic control of the Program resides with the Board members whose rights and privileges are defined in this Constitution. The control is manifested through the selection of Board members, through the disapproval of proposed amendments to this Constitution and through the exercise of the right of petition as defined herein. All elected Board members shall be voting members of the continued operation of the Program.

7.2 Executive Board

Determination of policy and overall direction of the affairs of the Program shall be the responsibility of the Board. The Board must contain a President, Vice President, Treasurer, and at least one sub program coordinator.

7.3 Selection of Board Members

Selection of officers will take place through an application and interview process which will be held at the end of each calendar year at a time and place appropriate for all parties. The candidates running for office will fill out an application created by the current President or Vice President pertaining to their desired position. Once applications have closed the President and the Vice President will interview the candidates, with any member of the Board and the Faculty Adviser invited to participate. This interview process is open to any member of the Board. A candidate can only be selected by a supermajority of the interviewing persons. If a candidate fails to be selected, they are not excluded from attempting the next term.

7.3.2 Requirements for Running

Board members of the Program must meet the following requirements

- 7.3.2.1 Have a minimum grade point average (GPA) of 2.0. This requirement must be met upon selection and held during the duration of the term of office. All board members will be required to meet this standard. This qualification will be determined by the Aerospace Engineering Department. There shall be no discussion as to a board member's GPA as this is personal information and shall not be passed around between the Board or other Program members.
- 7.3.2.2 Be in good standing with the university and enrolled as a student.
- 7.3.2.3 Individual becomes ineligible to hold office if the student is unable to maintain requirements listed above. If ineligible, the person must notify the Board in a timely manner.

7.4 Term of Office

The term of office will be for one calendar year, starting at the beginning of the spring semester. The Board member will be expected to perform in their position throughout their term. If for any reason a Board member were to withdraw from their respective position, the person must notify the board two weeks prior to the last day of office.

7.4.1 Term Limits

A term limit of two terms will be in place for all positions except for President and Vice President. A term is defined as one calendar year.

7.4.1.2 President and Vice President Term Limits

The President and Vice President will have term limits of 1 calendar year. Thereafter they will have to continue to move up in the organization structure of the Program (i.e. Vice President becomes President; President becomes a Student Advisor). Previous Presidents and Vice Presidents will be allowed to run for other board positions if no other member runs to fulfill a position or may be appointed to a position by two-thirds approval of the Board if a position is vacated. This will allow opportunities for younger Program members access to leadership roles within the Program.

7.5 Vacancies

Should a vacancy occur in a Board position, a new person will take the place of the vacated position. If the vacancy is the presidency, the Vice President will assume the position of president. The vice presidency can then be filled or left vacant for the remainder of the term. This is up to the discretion of the Board, and the approval of any decision will need to be made by two-thirds majority vote by the Board. Should another position become vacant, the Board may choose to have it remain vacant for the remaining portion of the term or choose to re-elect

the position with the processes outlined in 7.3. If both the presidency and the vice presidency become vacant in a term, an interim for both positions will be appointed by the Board or Faculty Advisor. The interims will serve for the remainder of the term.

7.6 Positions and Duties

7.6.1 *President*

The President shall be the face of the Program. They preside over general meetings and events of the Program. The duties of the President include:

- 7.6.1.1 Provide a vision and direction for the future of the Program.
- 7.6.1.2 Provide an open and transparent front of the organization to both general and board members.
- 7.6.1.3 Strive to provide a working environment that promotes teamwork and effective communication between all parties involved with the Program.
- 7.6.1.4 Answer any and all questions from both general and board members in detail.
- 7.6.1.5 Shall act as a point of contact for the Program for Iowa State and other outside organizations.
- 7.6.1.6 Shall overrule a split board.

7.6.2 *Vice President*

The Vice President shall act as President in the absence of the President. The duties for the Vice President include:

- 7.6.3.1 Run Board meetings.
- 7.6.3.2 Keep the Board focused when planning future events.
- 7.6.3.3 Act as the risk management officer
- 7.6.3.4 Recording accurate minute notes for all Program meetings as the Board sees fit.
- 7.6.3.5 Keeping an accurate list on attendance of the club's members.

7.6.3 *Treasurer*

The Treasurer's duties include:

- 7.6.4.1 Keep an accurate measure of the Program financial accounts.
- 7.6.4.2 Produce a reasonably accurate yearly budget every semester.
- 7.6.4.3 Keep lists for purchasing club related merchandise.
- 7.6.4.4 Provide a comprehensive financial report up to date at all times on the Program's online drive.
- 7.6.4.5 Responsible for contacting the Aerospace Department and obtaining funding from them for the corresponding semester.
- 7.6.4.6 Attend SBG (Student Body Government) and ESC (Engineering Student Council) meetings and secures from the two organizations.

7.6.4 Industry Chair

The Industry Chair's duties include:

- 7.6.4.1 The day-to-day running of the Mentors in Industry subprogram as outlined in the Operations Manual
- 7.6.4.2 Tasked with recruiting alumni and members of industry
- 7.6.4.3 Planning tours and other visits into industry as needed.
- 7.6.4.4 Contacting, communicating, and setting up speaker events/meetings with members of industry, academia, or government as needed.
- 7.6.4.5 Organizing and running social and professional events within the scope of their program

7.6.5 Undergraduate Chair

The Undergraduate Chair's duties include:

- 7.6.5.1 The day-to-day running of the Undergraduate Mentorship subprogram as outlined in the Operations Manual.
- 7.6.5.2 Shall be tasked with recruiting undergraduates.
- 7.6.5.3 Being a point of contact and voice for underclassman involved in the Program.
- 7.6.5.4 Organizing and running social and professional events within the scope of their program

7.6.6 Student Advisors

A student advisor must have previously held a position on the Board.

- 7.6.6.1 Provide input on the direction of the Program.
- 7.6.6.2 Use past experiences to aid in the completion of tasks or new endeavors the board is undertaking.
- 7.6.6.3 Can take on tasks that are typically assigned to other board members when requested by the Board.
- 7.6.6.4 Lend advice to existing board members.

7.7 New Board Positions

New board positions can be put in place by a two thirds majority vote by the Board. The new board member's position would need to be clearly defined before the position is implemented.

7.8 Board Member Expulsion

If a Board member's behavior or performance becomes unacceptable, the President, Vice President, Student advisor together, a faculty advisor or two thirds majority vote of the Board can remove said Board member. If the faculty advisor is in question, then a two thirds majority vote and approval from the Aerospace Department will be required. Examples include, but are

not limited to, poor attendance, unethical behavior, not performing tasks, or not completing tasks in a timely manner.

Article VIII Faculty Advisor

8.1 Duties

8.1.1 Oversee and support group activities and events

8.1.2 Provide mentoring, direction, and support

8.1.3 Communicate Iowa State policies and procedures

8.1.4 Assist in the planning and evaluation of programs and events

8.1.5 Act as a liaison between the Program and the Department

8.1.6 Assisting board members with the development of the Program and providing feedback

8.1.7 Meet with President and Vice President on a regular basis

8.2 Selection

The faculty advisor is appointed by the Aerospace Engineering Department or by volunteer and two-thirds approval by the Board. Whenever a vacancy occurs in this position, The Board will consult the Department on advice for a new advisor. If no input is given the Board will be allowed to solicit their own advisor, once an advisor is selected, the Board will need two-thirds majority approval for fulfillment for the new advisor to assume the position.

8.3 Term of Service

The Faculty Advisor has a no term limit and may serve as the advisor for as long as they desire. The Faculty Adviser must inform the Board a minimum of two weeks prior to vacating their position.

8.4 Impeachment/Removal

If, during the term of a Faculty Adviser, he or she is found to be deficient in their job duties, a majority vote will be required to impeach and a two thirds majority to remove the offending party. The Faculty Adviser will be allowed to be present during the impeachment proceedings.

8.5 Replacement

In the event of a vacancy, the Department of Aerospace may appoint a temporary Faculty Adviser in the interim until the Board can find a new one. The Board will first take recommendations for a new adviser from the Department of Aerospace before attempting to search for one. The Board will select the adviser based upon the process outlined in section 8.2 of this document.

Article IX Finances

9.1 Dues

The Program does not collect dues from its members. The Program may establish reasonable dues that must be paid to be an active member with two-thirds majority approval by the Board to amend Article 5.1.

9.2 Dissolution

In the event of dissolution of the Program, dues shall be reimbursed to current paid members. Any remaining funding received from the Iowa State University Aerospace Engineering Department or any other Iowa State University Department, will be returned to the respective department.

9.3 COA (College Organization Accounting Office)

All monetary items belonging to the Program are to be deposited and dispersed through a bank account established for this organization at the COA office. All funds are to be deposited within 48 hours or within two business days, and all transactions are to be approved by the treasurer.

Article X Constitutional Amendments

10.1 Amendments

Amendments to this constitution shall be accomplished by a written request of a voting member. The petition must be signed by at least one-third of the total membership or a resolution adopted by a two-thirds majority vote of the Board.

10.1.2 Adoption

A proposed constitutional amendment shall be adopted if it receives favorable vote of two-thirds of the Board or, if all votes cast by general members provided that the votes cast is at least 15% of the number of qualified voters. If adopted, the amendment will take effect at the time specified on the ballot. When a final verdict on the amendment is reached, the President will make an official announcement of the decision of the Board that is distributed by email or through the distribution of physical copies that will be located in the Aerospace Engineering Department office.

Attachment A: Constitutional Changes

Establishment:

Date	Description	Name/Title
2/5/2017	Prepared By:	Nathan Roth and Camden Woods
	Reviewed By:	
	Approved By:	

Amendments:

Effective Date	Section	Description	Approved By