Constitution

Aerospace Student Council

IOWA STATE UNIVERSITY

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# Article I Name

The name of this organization shall be the “Aerospace Student Council” (ASC) at Iowa State University, hereinafter referred to as the Council.

# Article II Purpose

The purpose of the Council is to offer a conduit for cooperation and improvement of the department. Additionally, the Council will be a means to coordinate student engagement activities.

# Article III Statement of Compliance

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

# Article IV Nondiscrimination Statement

Iowa State University and the Council 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 Council shall be open to any student enrolled in the college of engineering. Requirements for membership to the Council will depend upon the position they intend on holding and are further defined in Article VII. Regular meetings, forums, and social events are open to the general public.

## 5.2 Benefits

Benefits of membership include, but are not limited to:

1. Access to Council meetings
2. Access to Council sanctioned events
3. Ability to request organization funding

## 5.3 Expulsion and Suspension

A member may be suspended for a period of time or expelled for conduct or acts deemed to be prejudicial to the Council. Examples of offences are unethical behavior, not complying with university, state, or federal law, or lying to members of the Council or Aerospace Engineering Department. Such suspensions or expulsions shall become effective upon the affirmative by a two-thirds majority vote by the Council and approval of the faculty advisor. The action of the Council 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, whose duties are assigned to the vice president, is to help minimize potential risks for organization activities, recommend risk management policies or procedures to the Council, 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 Council Members

## 7.1 Membership Control

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

## 7.2 Council Members

Determination of policy and overall direction of the affairs of the Council shall be the responsibility of the Council. The Council must contain a President, Vice President, Treasurer, representatives from each aerospace engineering academic organization, Undergraduate Chair, and Graduate Chair.

## 7.3 Selection of Council Members

### *7.3.1 President, Vice President, and Treasurer*

Selection of President, Vice President, and Treasurer 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 Council pertaining to their desired position. Once applications have closed the President and Vice President will interview the candidates, with any member of the Council and the Faculty Adviser invited to participate. This interview process is open to any member of the Council, as long as they are not applying for said position(s). A candidate can only be selected by a majority of the interviewing persons. If a candidate fails to be selected, they are not excluded from attempting to run in the next term.

### *7.3.2 Selection of Aerospace Academic Organization Chairs*

Each organization that owns a chair position on the council will appoint their own representation to their board position.

### *7.3.3 Selection of Undergraduate and Graduate Chair*

This position will be filled through an election process that takes place at the end of every calendar year which will be open to the college of engineering student body.

## 7.4. Requirements for Running

Council members must meet the following requirements:

* + - * 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 council 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 council member’s GPA as this is personal information and shall not be passed around between the Council or other Council members.
        2. Be in good standing with the university and enrolled as a student.
        3. Individual becomes ineligible to hold office if the student is unable to maintain requirements listed above. If ineligible, the person must notify the Council in a timely manner.

## 7.5 Term of Office

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

## 7.6 Term Limits

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

### *7.6.1 President and Vice President Term Limits*

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

## 7.7 Vacancies

Should a vacancy occur in a Council 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 Council, and the approval of any decision will need to be made by two-thirds majority vote by the Council. Should another position become vacant, the Council 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 Council or Faculty Advisor. The interims will serve for the remainder of the term.

## 7.8 Positions and Duties

### *7.8.1 President*

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

* + - * 1. Provide a vision and direction for the future of the Council.
        2. Provide an open and transparent front of the organization to both general and council members.
        3. Strive to provide a working environment that promotes teamwork and effective communication between all parties involved with the Council.
        4. Answer any and all questions from both general and council members in detail.
        5. Shall act as a point of contact for the Council for Iowa State and other outside organizations.
        6. Shall overrule a split council.

### *7.8.2 Vice President*

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

* + - 1. Run Council meetings.
      2. Keep the Council focused when planning future events.
      3. Act as the risk management officer.
      4. Recording accurate minute notes for all Council meetings as the Council sees fit.
      5. Keeping an accurate list on attendance of the organization's members.

### *7.8.3 Treasurer*

The Treasurer’s duties include:

* + - 1. Keep an accurate measure of the Council financial accounts.
      2. Produce a reasonably accurate yearly budget every semester.
      3. Keep lists for purchasing organization related merchandise.
      4. Provide a comprehensive financial report up to date at all times on the Council’s online drive.
      5. Attend ESC (Engineering Student Council) meetings and secure funding

### *7.8.4 Aerospace Academic Organization Chairs*

The Aerospace Academic Organization Chair’s duties include:

* + - 1. Represent the organization they are a part of, voicing any opinions or concerns their organization has.
      2. Come the Council with projects or funding requests.
      3. Come to the Council with event ideas and assist with the planning and execution of said events.

### *7.8.5 Undergraduate Chair*

The Undergraduate Chair’s duties include:

* + - 1. Act as a voice for the undergraduate students.
      2. Assist with the planning and execution of Council events.
      3. Identify funding sources for undergraduate student projects.
      4. Identify research opportunities for undergraduate students.
      5. Create and maintain a database of research opportunities.

### *7.8.6 Graduate Chair*

The Graduate Chair’s duties include:

* + - 1. Act as a voice for the graduate students.
      2. Assist with the planning and execution of Council events.
      3. Identify funding sources for graduate student projects.
      4. Create and maintain a database of assistantship opportunities.
      5. Identify funding sources for graduate student projects.

## 7.9 New Council Positions

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

## 7.10 Council Member Expulsion

If a Council member’s behavior or performance becomes unacceptable, the President, Vice President, and faculty advisor or two thirds majority vote of the Council can remove said Council member.

# 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 Councils and events.  
8.1.5 Act as a liaison between the Council and the Department.  
8.1.6 Assisting council members with the development of the Council 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 Council. Whenever a vacancy occurs in this position, the Council will consult the Department on advice for a new advisor. If no input is given the Council will be allowed to solicit their own advisor, once an advisor is selected, the Council 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 Council 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 Council can find a new one. The Council will first take recommendations for a new adviser from the Department of Aerospace before attempting to search for one. The Council will select the adviser based upon the process outlined in section 8.2 of this document.

# Article IX Finances

## 9.1 Dues

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

## 9.2 Dissolution

In the event of dissolution of the Council, dues, if applicable, shall be reimbursed to current paid members. Any remaining funding received from any other Iowa State University department, will be returned to the respective department.

## 9.3 College Organization Accounting Office (COA)

All monetary items belonging to the Council 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 Council.

### *10.1.2 Adoption*

A proposed constitutional amendment shall be adopted if it receives favorable vote of two-thirds of the Council or, if all votes cast by engineering students 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 Council 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** |
| 9/12/2017 | Prepared By: | Nathan Roth |
| 9/12/2017 | Reviewed By: | Michael Mohr |
|  | Approved By: |  |

## Amendments:

|  |  |  |  |
| --- | --- | --- | --- |
| **Effective Date** | **Section** | **Description** | **Approved By** |
|  |  |  |  |
|  |  |  |  |