

# Constitution of the Aerospace Engineering Graduate Student Organization

## 1 Organization Name

### 1.1

The name of this organization shall be “Aerospace Engineering Graduate Student Organization,” and shall be hereafter referred as such or by the acronym “AEGSO.”

### 1.2

The student organization status shall be reviewed at the first meeting of each fall semester.

## 2 Purpose and Goals

### 2.1 Purpose

#### 2.1.1

To improve the graduate student experience at Iowa State University for graduate students in Aerospace Engineering and Engineering Mechanics.

#### 2.1.2

To provide a conduit of information between the graduate students and the faculty & administration.

#### 2.1.3

To provide opportunities for increased student-faculty interaction outside the class & work environment.

#### 2.1.4

To promote the graduate programs within the Department of Aerospace Engineering at Iowa State University.

### 2.2 Compliance Statement

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

## **3 Membership**

### **3.1 Eligibility**

#### **3.1.1**

Membership shall be open to all registered graduate students, faculty, and staff in the Department of Aerospace Engineering at Iowa State University provided that at least 80% of the AEGSO membership is composed of registered students.

#### **3.1.2**

Iowa State University and AEGSO 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.

### **3.2 Admission**

#### **3.2.1**

All graduate students within the Aerospace Engineering Department are automatically members.

#### **3.2.2**

All other eligible persons may be granted admission upon request.

### **3.3 Active Members**

#### **3.3.1**

All graduate students within the Aerospace Engineering Department are considered Active Members.

#### **3.3.2**

Active Members may vote in all matters pertaining to the AEGSO, call meetings, and attend all AEGSO activities.

### **3.4 Inactive Members**

#### **3.4.1**

Inactive Members are all members that cannot be considered Active Members.

#### **3.4.2**

Inactive Members may not vote in matters pertaining to the AEGSO or call meetings.

#### **3.4.3**

Inactive Members may attend only those activities approved for them by the AEGSO Executive Council.

## **3.5 Delinquency**

### **3.5.1**

Membership may be revoked for flagrant violation of club policies or guidelines or for acting in a dangerous or inappropriate manner.

### **3.5.2**

Any member may report a violation of the constitution or policies by another member to the Executive Council.

### **3.5.3**

The member accused of the violation will be immediately informed and the Executive Council will perform an investigation.

### **3.5.4**

The member in question is permitted to speak before the Executive Council and the general membership about the charges concerning his/her violation.

### **3.5.5**

Revocation shall be by a majority vote of Officers followed by a 75% vote of the Active Membership present at a called meeting, not counting abstentions.

### **3.5.6**

Membership may be reinstated by a majority vote of Officers followed by a 75% vote of the Active Membership no earlier than 30 days after revocation.

## **3.6 Meetings**

### **3.6.1**

General member meetings (Open Forums) will be held no less than once a semester.

### **3.6.2**

Open Forums will update the AEGSO members on the Executive Council's activities, vote on business, and have a section for general member input and discussion.

### **3.6.3**

Any active member may call for an Open Forum for any reason. At least 1/4 of the Executive Council must be present at said Open Forum.

### **3.6.4**

When calling an unscheduled Open Forum the reason for the meeting must be stated and the request must be seconded.

### **3.6.5**

The called Open Forum must be held no sooner than seven days and no later than 30 days from the date the call is seconded.

### **3.6.6**

Open Forums by default follow Parliamentary Procedure and Robert's Rules of Order.

### **3.6.7**

The rules may be suspended by a two-thirds vote of the Active Members present at the Open Forum.

## **4 Executive Council**

### **4.1**

All Officers and Advisers shall comprise the Executive Council of the organization. The Executive Council shall appoint such committees that are needed to carry out organization goals.

### **4.2 Officers**

#### **4.2.1 Permanent Offices**

Permanent Offices of the AEGSO are the President, Vice-President, Treasurer, GPSS Representative(s), Secretary, Social Chair, and General Officer(s).

Only the Offices of the President, Vice-President, Treasurer, and GPSS Representative(s) are required to be filled.

The number of GPSS Representatives is dictated by the GPSS Constitution.

The number of General Officers is dictated by the Executive Council.

#### **4.2.2 Temporary Offices**

Additional Offices can be created by a simple majority vote of the Executive Council members present at an Open Forum not counting abstentions.

Temporary Offices are filled by the standard elections process.

The holder of a Temporary Office is given voting rights for all Executive Council decisions.

Temporary Offices automatically end at the conclusion of the current term and may be removed at any time by a simple majority vote of the Executive Council present at an Open Forum, not counting abstentions.

Current General Officers may leave their position to fill a Temporary Office with a simple majority vote of Executive Council members at the current Open Forum.

#### **4.2.3**

A member may only hold one position per term.

#### **4.2.4**

Officers still retain the title Active Member.

## **4.3 Meetings**

### **4.3.1**

The Executive Council shall meet in addition to regular organization meetings no less than once a month.

### **4.3.2**

Committee representatives shall attend the Executive Council meetings to report to the Council.

### **4.3.3**

Committee representatives will not participate in Council discussions or deliberations nor will they vote on council matters.

### **4.3.4**

Any Officer may call an Executive Council meeting for any reason in addition to the stated business meeting (4.3.1) provided that a majority of the officers are present at said meeting.

### **4.3.5**

All Executive Council meetings shall follow Parliamentary Procedure and Robert's Rules of Order.

### **4.3.6**

The rules may be suspended by a simple majority vote of the Executive Council members present.

## **4.4 Term of Office**

### **4.4.1**

The Term of Office will be one full year, from May 1st to May 1st of the following year.

### **4.4.2**

There is no limit on the number of terms a member may serve.

## **4.5 Nominations**

### **4.5.1**

Nominations will be solicited no sooner than one week prior to the elections and are open for each position until the vote has been completed for said position.

### **4.5.2**

Each nomination must be accepted by the person being nominated before the vote is held.

### **4.5.3**

If the person being nominated is not able to attend the election they may accept the nomination prior to the election by contacting either the President or Vice President of the AEGSO.

#### **4.5.4**

A person may be nominated for more than one position, but must refuse all other nominations after being elected to a position.

### **4.6 Elections**

#### **4.6.1**

An Open Forum shall be held during the month of April for the purpose of electing Officers for the following year.

#### **4.6.2**

The election will be chaired by the Vice President or any officer who is not running for election for any position for the following term.

#### **4.6.3**

If each current officer is running for election an appropriate Active Member shall chair the election.

#### **4.6.4**

The election will start with the President position and move down the chain of command.

#### **4.6.5**

The election of Officers will require a simple majority vote from the Active Membership present at the Open Forum.

#### **4.6.6**

If a candidate fails to receive a majority of votes, a run-off election will be held between the two candidates who received the most votes.

#### **4.6.7**

At least one member of the Executive Council shall participate in counting the votes.

### **4.7 Officer Requirements**

#### **4.7.1**

The Officers of this organization must be Iowa State University students and must meet the following requirements.

#### **4.7.2**

The perspective officer must first be an Active Member of the AEGSO.

### **4.7.3**

In addition to being in good standing with the University, have a minimum cumulative grade point average (GPA) of 3.00 and having met this minimum in the semester immediately prior to the election/appointment and the semesters during term of office.

In order for this provision to be met, at least five hours (half-time credits) must have been taken for the semester previous to the election.

For graduate students half time enrollment is five or more credit hours unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement. An exception can be made for new students.

### **4.7.4**

The Officers will be ineligible to hold an office should the student fail to maintain the requirements stated in 4.6.1.

## **4.8 Executive Council Duties**

### **4.8.1 President**

Preside over all meetings.

Create agendas for all meetings.

Maintain communication with the Department and the Adviser.

Represent the organization on campus and act as a liaison with University officials.

Ensure the organization is operating in conformity with the standards set forth by Iowa State University and the Student Activities Center.

If there is no Secretary the President will take minutes at all meetings and keep a record thereof as well as maintain an accurate list of organization membership.

### **4.8.2 Vice-President**

Preside over meetings in the absence of the President.

Review the Constitution and other organization documents at least once annually.

If there is no Secretary the Vice-President will manage AEGSO emails. This includes, but is not limited to, sending out the meeting minutes, agendas, and event emails.

Manage the AEGSO calendar.

If there is no Events Officer the Vice-President will secure University space as required for events and Open forums.

#### **4.8.3 Treasurer**

Preside over meetings in the absence of the President and the Vice-President.

Maintain accurate records of organization transactions.

Collect dues if required.

Develop a budget for the organization and present it to the membership for approval.

Co-sign organization checks along with the Adviser.

Solicit additional funding if needed from the GSB, GPSS or other organization.

#### **4.8.4 Secretary**

Take minutes at all meetings and keep a record thereof.

Maintain an accurate list of organization membership.

Manage AEGSO emails. This includes, but is not limited to sending out the meeting minutes, agendas, and event emails.

Manage the AEGSO calendar and keep it up to date.

Manage the AEGSO website and keep it up to date.

Work with the Social Chair to ensure AEGSO events are advertised.

#### **4.8.5 Social Chair**

Manage and organize events.

Secure University space as required for events and Open Forums.

Work with the Treasurer to develop budgets for individual events.

Work with the Secretary to ensure AEGSO events are advertised.

#### **4.8.6 GPSS Senator(s)**

Attend monthly GPSS meetings.

Report minutes of said meetings to the Executive Council.

Present AEGSO concerns and ideas to the GPSS.

#### **4.8.7 General Officer(s)**

Assist all other Officers with their duties as necessary.

If there is no Secretary the General Officer(s) will manage the AEGSO website and keep it up to date.

Advertise all AEGSO events.

If there is no Social Chair the General Officer(s) will manage and organize events.



#### **4.8.8 Adviser(s)**

Maintain communication and meet regularly with Officers.

Have an awareness of and approve financial expenditures.

Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and the Student Activities Center.

Act as arbitrators for disagreements between general members that cannot be resolved by the Executive Council or for disagreements between Executive Council members.

#### **4.8.9**

Officers may agree to assist with each other Officer's duties as necessary.

### **4.9 Replacement of Officer or Adviser**

#### **4.9.1**

Officers or Advisers may be removed from office by a majority vote of the other officers and Adviser followed by a two-thirds vote of the Active Membership present at an Open Forum, not counting abstentions.

#### **4.9.2**

The officer or Adviser is permitted to speak before the Executive Council and the general membership about the charges made concerning their performance.

#### **4.9.3**

The Officer or Adviser is not permitted to participate in the deliberation of the Executive Council regarding the charges.

#### **4.9.4**

If an Officer or Adviser is removed, the replacement procedure is the same as the election process stated in section 4.5. The election shall take place at the same meeting as the removal of the Officer or at the first Open Forum following the removal of the previous Officer or Adviser.

## **5 Finances**

### **5.1 Dues**

#### **5.1.1**

Any dues shall be collected by the Treasurer.

#### **5.1.2**

Dues may be assessed by the AEGSO if there are not sufficient funds through other sources.

#### **5.1.3**

Dues must be approved by a 75% majority of Active Members, not including abstentions, present at an Open Forum.

## **5.2 Expenditures**

### **5.2.1**

All monies belonging to the organization shall be disbursed through a bank account established for The Gaffers' Guild at the Campus Organizations Accounting Office and/or and approved institution/office (must receive authorization via Campus Organizations Accounting Office).

### **5.2.2**

Non-routine expenditures, or those exceeding \$500 per item, shall be approved by majority vote of the general membership.

### **5.2.3**

The Treasurer and at least one Adviser must approve the expenditures before payment.

## **5.3 Income**

### **5.3.1**

All funds must be deposited in said account (5.2.1) within two university accounting business days from the date of receipt and processing.

# **6 Amendments and Ratification**

This constitution may be amended and subsequently ratified at any time.

## **6.1 Amendments**

### **6.1.1**

Any Active Member may propose amendments to this Constitution.

### **6.1.2**

The proposed amendment must be approved by a Rules Committee.

The Rules Committee is formed as needed.

The Rules Committee shall be formed by, at minimum, the Vice-President and 3 other Active Members.

If the Vice-President is unavailable another Officer may take his or her place.

The Rules Committee shall review and revise any proposed amendment to the constitution.

Proposed amendments must be unanimously approved by the Rules Committee.

The committee shall present both the original amendment and the revised amendment, if applicable, at the following Open Forum for ratification.

Following the presentation of their decision at the following Open Forum the Rules Committee shall dissolve.

### **6.1.3**

Proposed amendments must be ruled on by the Rules Committee within one (1) semester of being proposed.

### **6.1.4**

Members will be given at least one week to review and consider approved proposed amendments.

## **6.2 Ratification**

### **6.2.1**

Amendments to this constitution that are approved by the Rules Committee must pass a 75% vote of acceptance of the Active Membership present at an Open Forum, not counting abstentions.

### **6.2.2**

If an Open Forum cannot be organized an appropriate online system may be used given it allows for each Active Member to voice their opinion.

### **6.2.3**

Any amended and ratified Constitution shall be submitted to the Student Activities Center with 10 days for approval.

**Establishment: October 23rd, 2017**

<b>Description</b>	<b>Officer</b>
Prepared by	Fynn Reinbacher
Reviewed by	Sampson Davis
Approved by	Varun Srikrikshnan

**Amendments**

<b>Effective Date</b>	<b>Section</b>	<b>Description</b>	<b>Approved by</b>