# Systems Development Club Constitution

## Article I: Name

The name of the organization shall be Systems Development Club, hereafter referred to as the “Club” for convenience.

## Article II: Purpose

**Section A:** It is hereby known that the Club is an enthusiast-level club for students interested in computer programming or electrical engineering.

**Section B:** It is the Club’s intention to further its members skills in these disciplines, and to form its officers’ leadership skills.

**Section C:** To implement these stated purposes, the Club will hold regular meetings at a location at Iowa State University of Science and Technology.

**Section D:** The Club may also occasionally host meetings open to the general public. These meetings should include a presentation on the Club’s goals and allow for sign-ups.

**Section E:** The Club’s membership has the authority to enact legislation to add to these stated purposes at any time.

## Article III: Statement of Compliance

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

## Article IV: Non-Discrimination Statement

Iowa State University and Systems Development Club 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 and Legislative Body

**Section A:** The Legislative Body will be composed of all members who are in attendance and (when applicable) have paid their dues for the current semester.

**Section B:** The Club President or Vice President may call to order an assembly of the members to enact legislation presented by members. This legislation should define the club’s goals and provide for methods to achieve those goals.

**Section C:** During a meeting, members are expected to regard the Legislative Body, the Officers, and the Adviser with courtesy. If any number of members are being disruptive to others during a meeting, he/she/they may be asked to leave by the President, Vice President, or Adviser.

**Section D:** The quorum necessary to conduct business at a meeting shall be at least 5 members of the Club including at least one Club Officer.

**Section E:** All voting motions brought before the club must have a majority vote to pass.

**Section F:** Votes shall be taken through any reasonable means by the person overseeing the vote. Objections over the method of voting should be considered by the executive committee.

**Section G:** Non-student members may not vote.

**Section H:** If it is discovered that a duly authorized motion made by the legislative body was in factual error, the body may vote again to revert the motion at any time during the meeting in which the incorrect motion was carried. If a carried motion was made in procedural error, the motion should be reverted immediately. The adviser may need to resolve disputes regarding motions at his or her discretion.

**Section I:** As a reference, the Legislative Body adopts “Roberts Rules of Order” to define its parliamentary procedure.

**Section J:** Amendments to this constitution require 2/3 in favor to pass. All other legislation requires a majority vote.

## Article VI: Officers

The Office of the President, who shall:

Execute the goals of the club to the best of his or her ability;

Schedule and run regular club meetings;

Oversee office voting, govern the legislative body, maintain order in meetings;

Communicate with the Adviser as needed to efficiently run the Club;

Complete President’s Training on a yearly basis;

File any applicable forms with the Office of Risk Management;

Oversee impeachment proceedings of any other officer;

When applicable, keep safe one of two ‘P-Cards’ issued to the Club; and

any other relevant administrative tasks not delegated to another Officer.

The Office of the Treasurer, who shall:

Complete Treasurer’s Training on a yearly basis;

Responsibly manage the Club’s finances;

Apply for funding from various outside resources if necessary;

Maintain the Club’s bank account;

Keep safe the P-Card issued to the Club, if there is only one (1) P-Card, the Treasurer should receive it;

Prepare a semesterly financial report detailing income, expenses, and current budget.

The Office of the Vice President, who shall:

Complete President’s Training on a yearly basis; and

Carry out the duties of the President in their stead; and

Govern impeachment proceedings of the President when required.

The Office of the Senior Engineer, who shall:

Be knowledgeable on a variety of computing-related topics;

Be willing and able to effectively share that knowledge with club members;

Provide technical support to club members in their projects; and

Manage any technological resources the club has access to.

No more than two people may hold the Office of the Senior Engineer at any time.

The offices listed herein comprise an ‘Executive Committee’, which shall meet at least once per semester outside of general club meetings to discuss the Club’s goals, present any report(s), and ‘check-in’ on the general state of the Club. The Officers must be duly authorized through legislation to take on any responsibilities not outlined in this Constitution.

The officers of this organization must meet the following requirements:

1. 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.
2. 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.
3. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).

The term for any Office is one (1) semester. The election for all Offices should be held the first meeting after dues are collected, or during the first meeting if the Club chooses to not collect dues. In the event an Office is vacated through any means, a special election shall be held at the next general meeting. If for some reason a special election cannot be held in a timely manner, the most senior student officer should appoint an eligible member as acting officer to that position until a meeting can occur. There are no term limits for any office.

## Article VII: Finances

Finances are handled by the Treasurer and his/her duties have been previously listed in Article VI: Officers. Dues are to be determined at the first meeting of each semester. There is no cap on how much dues can be, but unreasonably high dues are inadvisable. 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 VIII: Adviser

The Adviser to the Club should do the following to the best of his/her ability

Provide a positive, amicable resource to Club members;

Attend at minimum one (1) meeting each semester;

Receive and approve of meeting minutes as they pertain to elections;

When necessary, resolve internal disputes up to and including permanent removal of such member(s) of the Club, excluding Officers who must be impeached before their removal.

The Adviser may be removed from the Club by petition or motion during a regular meeting if a quorum is reached and 2/3 of the club agree to do so.

If the position of Adviser is vacant, the Club should seek to fill it as soon as possible. It’s recommended but not necessary that the Adviser be a faculty member with a strong programming background. Prospective Advisers may be nominated by any Club member when the position is vacant. Motions to approve an Adviser are subject to standard voting procedure.

## Article X: Copyright

The Club is highly focused on helping its members create functional projects. As individuals, each member has the right to copyright on anything he or she creates. However, the Club also has a commitment to the concepts of free and open source software. To this end, projects created by Club members using Club resources should be uploaded to a public location (such as a Git server) and have licenses that allow the work to be copied and kept open source.

**Article XI: Operations Manual**

The Club should adhere to an Operations Manual, the “manual” at all times. The manual should detail how software should be developed and provide general guidelines for members and future officers of the Club. If the manual contradicts any part of this Constitution, the infringing section in the manual will be deemed unenforceable, but the remaining provisions shall remain fully operative. Disputes regarding the manual that cannot be resolved conventionally should be adjudicated by the Adviser. Changes to the Operations Manual may be made by unanimous decision of the Executive Committee at any time. Before a new manual is adopted, the Executive Committee should present it to the members for comment.