

Systems Development Club Constitution

Article I: Name

The name of the organization shall be the Systems Development Club, alternatively referred to in this document as the “Club”. The Club recognizes registration with Iowa State University of Science and Technology. At no time shall the Club establish bylaws, rules, or procedures contrary to the policies of the organizations listed herein.

Article II: Purpose

Section A: It is hereby known that the Systems Development Club is an organization dedicated to inspection, development, and understanding of computer software in low and high level programming. It is the purpose of the Club to allow for a positive atmosphere in which members may introduce each other to any and all of the technologies relating to a computer’s system architecture, of or relating to computer systems such as operating systems, software-as-a-service systems, and hardware systems.

Section B: Club meetings shall be held in which members may discuss or demonstrate a ‘Large Group Project’ in which students will work together to solve a major development task that will push their programming skills and technical expertise forward.

Section C: From time to time the Club members may choose to host larger meetings and meet-ups open to the general public. These meetings must include at least one demonstration or presentation of either the large group project or notable technology relevant to the Club.

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 the 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: Membership

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: Assembly

In meetings prior to open forum discussion, the Club President may call to order an assembly of the members. This body will formally create orders to guide the path the Club will take through legislation and continuing resolutions. At least one meeting of this type must occur every semester.

Section C: Decorum

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: Voting

The quorum necessary to conduct business at a meeting shall be at least 5 members of the Club including at least one Club Officer. All voting motions brought before the club must have a majority vote to pass. Votes shall be taken through any reasonable means by the person overseeing the vote. Non-student members may not vote. The Club's Adviser should be present for any voting in relation to offices.

Section E: Reverting Motions

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.

Article VI: Officers

The Club shall establish the following offices, with their duties listed henceforth:

The Office of the President, who shall:

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

Schedule and run regular club meetings; and

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

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

Complete President's Training on a yearly basis; and

File any applicable forms with the Office of Risk Management;

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 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 Treasurer, who shall:

Complete Treasurer's Training on a yearly basis; and

Responsibly manage the Club's finances; and

Apply for funding from various outside resources if necessary; and
Maintain the Club's bank account; and
Keep safe the P-Card issued to the Club, if there is only one (1) P-Card, the Treasurer should receive it; and
Prepare a semesterly financial report detailing income, expenses, and current budget.

The Office of the Senior Engineer, who shall:
Coordinate efforts on the Club's 'Large Group Project' in the stead of the Adviser; and
Maintain the scope of the 'Large Group Project'; and
Act as a liaison between the Adviser and Club members at-large; and
Manage technological resources delegated to him or her by the President.
This office may be held by more than one person at any time.

The Office of Human Resources, who shall:
Resolve disputes between Club members and officers; and
Call to order the Club after a dispute is resolved; and
Advise the President or Adviser on how to resolve interpersonal issues within the Club membership.

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 of this organization must meet the following requirements:

- (a) 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.
- (b) 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.
- (c) 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) academic year, with terms beginning in the Fall semester. The election for all Offices should be held the first general 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 acting officer to that position until a meeting can occur. There are no term limits for any office.

Members who hold the Offices of 'President' or 'Treasurer' may not hold any additional office(s) for the duration of their term.

Impeachment proceedings may be brought up at any time against any officeholder. The President (or Vice President, if the President is being impeached) will oversee the vote determining the removal of the Officeholder. Impeachment proceedings may also be in writing, but they must contain the signatures of 2/3 (66.̄6%) of the members who have paid their dues (where applicable) for the semester. If a vote or presented petition to remove an Officer fails, he or she may not be impeached again for three (3) weeks after the failed vote. If an Officer is successfully removed from their office, he or she may not hold any office in the Club for the duration of the semester. Removal from an office may not necessarily constitute removal from membership.

Article VII: Amendments & Ratification

Motions to amend this Constitution may be made at any time by any member in good standing who has paid applicable dues. Votes to amend the constitution require a quorum of 2/3 (66.̄6%) of the attending members in good standing. Written petitions to amend this document require the signatures of 2/3 (66.̄6%) of all members who are in good standing. Amendments to the Constitution are ratified the week following a successful motion to do so. The President or Vice President shall update the Constitution in any applicable database as soon as they are able. Proposed amendments by officers should be reviewed at an Executive Committee meeting prior to that of the general assembly.

Article VIII: 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 and are not to exceed \$10 per student per semester. 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 IX: 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; and

Provide support to Club members by assisting them with the 'Large Group Project'; and
Attend at minimum one (1) meeting each semester; and

Oversee voting of both general and special elections of officers

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 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: Software Licensing

In accordance with Iowa State University's 'Copyright Ownership and Management of Software' policy (<https://www.policy.iastate.edu/softwarecopyright>), the Club may retain the rights to software developed collaboratively not created using "substantial university resources". Therefore, in accordance with open source and free software norms, the Club will release any applicable software it creates public through the LESSER GNU GENERAL PUBLIC LICENSE VERSION 3, or "LGPL". The full text of the license can be found here: (<https://www.gnu.org/licenses/lgpl-3.0.txt>). This license must be included in any software package the club releases. When using the LGPL, members may choose to follow the guidelines listed here: (<https://www.gnu.org/licenses/gpl-howto.html>) Club Officers and Members should be cognizant of fair use, trademark and copyright when incorporating existing works into their own.

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.