

Women in Mechanical Engineering Club Constitution

Article I Women in Mechanical Engineering (WiME)

The name of the organization shall be Women in Mechanical Engineering

Article II (Objective, Aims, or Purpose)

Our objective is to actively assist in the promotion and marketing of Iowa State University's College of Engineering through outreach, activities and other means necessary. We want to provide a safe and strong support group for women in Mechanical Engineering that allows networking with others in the college.

Article III Statement of Compliance

Section A: WiME agrees to annually complete President's Training, Treasurer's Training and Advisor Training (if required)

Section B: WiME agrees to abide by Iowa State University school and club rules and policies as well as State and Federal laws and local ordinances or regulations.

Article IV (Membership and Eligibility Criteria)

Women in Mechanical Engineering is open to anyone who wants to actively assist in the promotion and marketing of Iowa State University to prospective Mechanical Engineering students through a variety of methods and means. They also are open to all who want to provide a way to provide a safe, strong support group for women in Mechanical Engineering through a variety of activities and events.

Membership shall be open to all registered students at Iowa State University. Iowa State University does not discriminate on the basis of race, color, age, religion, national origin, sexual orientation, sex, gender identity, marital status, disability, or status as a U.S. Veteran.

Membership is open to any enrolled ISU student who:

1. Has interest in strengthening the community of women in the Iowa State University Department of Mechanical Engineering
2. Will support the club by participating in club activities and outreach

Article V Non-Discrimination Statement

Iowa State University (and Women in Mechanical Engineering) does not discriminate on the basis of race, ethnicity, sex, pregnancy, color, religion, national origin, physical or mental disability, age, marital status, sexual orientation, gender identity, genetic information or status as a U.S. Veteran.

Article VI (Finances)

Section A: There is no due that must be paid by any member.

Section B: All monies belonging to the Women in Mechanical Engineering Club shall be deposited and disbursed through a bank account established for WiME 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 WiME must approve and sign each expenditure before payment.

Article VII (Voting)

Section A: A quorum will be 5.

Section B: Each member in good standing may vote.

Article VIII (Officers)

Section A: The Women in Mechanical Engineering Club shall have a President, Vice President, Treasurer, Secretary and Outreach Chair. These officers comprise the Executive Committee or Board.

- Section B: All officers must be members of Women in Mechanical Engineering.
Section C: The term of office shall be from August/01 to July/31.
- Section D: Election of officers shall be held annually, during March for the upcoming school year. At least two weeks notice shall be given before the election meeting. Nominations shall be initiated from the floor and elections done by a ballot. The person receiving majority vote will be elected.
- Section E: Officers may be removed from office by $\frac{1}{2}$ vote of the other officers and $\frac{3}{4}$ of the general membership if actions are deemed inappropriate by the membership. The officer is permitted to speak before the Executive Committee and the general membership about the charges made concerning his/her performance. The officer is not permitted to participate in the deliberation of the Executive Committee regarding the charges. Officer replacement methods should be described, in the event of officer removal or unscheduled vacancy.
Several events may lead to officer impeachment. These include and are not limited to: not meeting GPA requirements, not showing up to three consecutive executive meetings, not participating in two club meetings per semester.
- Section F: Any vacancy which may occur in an office shall be filled by appointment by the president pending ratification at the next group business meeting.
- Section G: 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).

Article IX (Duties of Officers Defined.)

Section A: The President

1. The president shall be the chief executive officer
2. The president shall appoint all committee chairpersons
3. The president, with approval of the executive board, directs the budget
4. Vacancies in offices will be filled by appointment of the President with approval of the general membership.

Section B: Vice President

1. The vice president shall be the risk management chair
2. The vice president shall recommend risk management policies to ISUEA
3. The president shall submit documentation to ISU's Risk Management Office
4. The vice president shall ensure that ISUEA's Risk Management Policy is implemented at all chapter events
5. Vacancies in offices will be filled by appointment of the President with approval of the general membership.

Section C: Treasurer

1. Be responsible for the collection, distribution, and safekeeping of club funds
2. Prepare, maintain, and report on the financial position of the club in relation to the approved budget

3. Be conscientious of fundraising opportunities when necessary
4. Be familiarized with school and club financial policies
5. Perform other duties related to the office of treasurer or that may be assigned by the president or executive board.

Section D: Advisor

1. The advisor shall assist the group in their execution of roles and responsibilities.
2. The advisor shall provide feedback to the organization regarding its operation and functioning.
3. The advisor shall serve as a resource.
4. The advisor should provide advice upon request, and also should share knowledge, expertise, and experience with the group.
5. The advisor will be a nonvoting member of the organization.
6. Advisor is selected by officers and ratified by 2/3 majority vote.
7. Advisor is serving year to year, at his or her leisure.
8. Impeachment proceedings may be initiated by any member of the club and impeachments will become final by $\frac{3}{4}$ vote. The person who is impeached is allowed to speak or be present during the final vote.
9. Whenever a vacancy occurs, a replacement is elected using regular election procedures.

Article X (notice of meetings)

Section A: The times for regularly scheduled meetings shall be: first Thursday of every month.

Section B: At least three days notice shall be given for each regular business meeting.

Section C: Special or emergency meetings may be called with less than 12 hours notice by the Executive Board.

Section D: The meetings shall include a quorum, order of business, and disposition of the minutes.

Article XI: (parliamentary procedure)

Section A: *Robert's Rules of Order Revised* shall be followed by the organization in all cases involving parliamentary procedure when it does not conflict with the constitution.

Section B: The rules may be suspended by two-thirds vote of the present membership.

Article XII: (Amendments & Ratification)

This constitution may be amended and subsequently ratified at any time, with the unanimous approval of the President, Vice President, and Treasurer and with a simple majority of the membership, not counting abstainers. Members will be given one week to consider amendments.

Ratified amendments to this Constitution must be submitted to the Student Activities Center within 10 days.