Article I Name:
The name of this organization shall be CASPER ISU at Iowa State University.

Article II Purpose:
The primary goals of CASPER ISU will be to:

1. **Contributing** to streamlining and simplifying the design flow of radio astronomy instrumentation by promoting design reuse through the development of platform-independent, open-source hardware and software.
2. Allow students to **apply** knowledge and **enhance** skills learned in the classroom to real-world applications such as: Digital Signal Processing, Reconfigurable Computing, Software Defined Radio, Data Analysis and Machine Learning.
3. **Build** and **grow** professional relationships by networking with CASPER members from Universities and research facilities around the world, with the possibility of earning an internship opportunity at locations including: UC Berkeley, Harvard CfA, Caltech, and South Africa (SKA or University of Cape Town).

Article III Statement of Compliance:
CASPER ISU abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. CASPER ISU agrees to annually complete President’s Training, Treasurer’s Training and Adviser Training.

Article IV Non-Discrimination Statement:
Iowa State University and CASPER ISU 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 US Veteran.

Article V Membership:
Membership to CASPER ISU shall be available to Iowa State students currently pursuing a Bachelor’s degree or higher in Computer Engineering, Electrical Engineering, Software Engineering, Computer Science, Mathematics, Aerospace Engineering, Agriculture Engineering, or Physics and Astronomy. The student must have at least sophomore status and a minimum cumulative GPA of 3.00. Any exceptions to club membership shall be reviewed and voted on by CASPER ISU officers and its advisers.

Article VI Risk Management:
The role of the risk management officer is to [a] help minimize potential risks for club activities, [b] recommend risk management policies or procedures to CASPER ISU, [c] to submit documentation to ISU’s Risk Management Office and [d] to ensure that Iowa State University policies are followed at all of the organization’s events and [e] to ensure that proper waivers and background checks are on file with Risk Management for events (if applicable).

**Article VII Officers:**

**President:** elected chief student leader and delegated risk management officer (should one not be appointed). The President is the primary student contact for the CASPER ISU and the “external spokesperson” of the group who regularly interacts with other student organizations and University officials. The President is the liaison between the student organization and the adviser as well as other University or community contacts and mentors. The duties for this position shall be tailored in the future as CASPER ISU deems necessary.

The responsibilities of this position tend to include but are not limited to:

- Supervising all student organization meetings;
- Overseeing the process of student organization event planning;
- Overseeing all student organization purchase requests;
- Maintaining a current list of contact information of the student organization officers, advisers, members, and mentors;
- Ensuring that the club meets all ISU Student Organization Recognition Board guidelines;
- Submitting all required paperwork for student organization renewal;
- Creating a semester and annual report of the CASPER ISU’s activities;
- Holding meetings for the general membership during the semester and with other officers/advisers/mentors as necessary; and
- Representing the organization through communication with the University, sponsors, affiliates, advisers, mentors and other equivalent organizations at other Universities.

**Treasurer:** elected student officer authorized to deal with the organization’s finances and oversee and financial matters. The Treasurer is responsible for any fundraising if necessary and coordinating donations/sponsors from supporters. The Treasurer should keep the officers and members informed about CASPER ISU’s financial activities.

The responsibilities of the Treasurer include but are not limited to:

- Preparing the annual CASPER ISU budget;
- Monitoring the *CASPER ISU* budget and communicating concerns to other officers as they arise;
- Completing an annual financial report for *CASPER ISU*;
- Tending to the status of all purchase requests;
- Collecting funds and depositing to *CASPER ISU’s* account;
- Paying any bills associated with *CASPER ISU* expenses;
- Keeping a record of all *CASPER ISU* transactions, i.e. deposits, checks, journal and adjusting entries.

**Term of Service:** All officers will serve a one year calendar term beginning at time of election. There is no limit to the number of terms an officer can serve. The officer may also run for any other officer positions at election date.

**Election Method:** Any additional officer positions may also be proposed at the meeting prior to the Election Date. Candidates shall be given a 5-minute opportunity to express why they are the best fit for the position in front of all present members. After which, all present members will cast their votes through paper ballots. The preceding President and Treasurer will collect said ballots and tally votes respectively for each candidate. A candidate must receive at least 60% to be named as winner. If 60% is not reached by a single candidate, the lowest candidate will be then excluded and a revote will take place with the remaining candidates for said position. This process will happen recursively until a true winner is elected.

**Election Date:** The last meeting of the Fall semester, all officer positions will be up for election/re-election. Any additional officer positions may also be proposed at the meeting prior to the Election Date.

**Impeachment/Removal of Officers:** When evidence is submitted that an officer is abusing power or a petition of 2/3rds of the active members (excluding officers) is submitted to the adviser, the impeachment process begins. The adviser will hold a meeting with all officers to discuss the evidence or such petition. If there is not a petition the accused officer will then be given the chance to defend themself against said evidence. After which, the adviser will rule on the impeachment of said officer. In the case that a petition was submitted, the adviser will then immediately remove the officer from duty. If an officer is removed of their duty, the next meeting will announce the circumstance and open the position for election. The election for this position shall take place at the following meeting, with the Election Method outlined above.

**Examples of Impeachment circumstances:**
1. **Abuse of funds:** Evidence is submitted that the officer is using club funds for unrelated activities.
2. **Officer not present at club meetings:** Evidence has been submitted that the officer has missed 33% or more of the club meetings during term.

3. **Petition:** A petition of 2/3rds of more active members (excluding officers) has been submitted asking for the impeachment/removal of an officer.

**Replacement of Officers:** If an officer should step-down from their position during their Term of Service, the next meeting will announce the circumstance and open the position for election. The election for this position shall take place at the following meeting, with the Election Method outlined above.

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 3.00. 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 VIII Adviser:**

The advisor is chosen and approved by the members of the student organization and approved by the Student Organization Recognition Board. An advisor provides the organization with continuity from year to year by sharing student organization history and assisting new officers during the transition process. The advisor selected should be an individual who has a high level interest in the activity of the student organization and preferably some experience or expertise in the area or activity. The advisor is a vital link between the student organization and the University, providing guidance and offering mature judgment and experience in program development.

**CASPER ISU advisers agree to:**

1. Take an active role in advising the student organization.
2. Know the general purpose of the organization and be familiar with all provisions outlined in the organization’s constitution and bylaws.
3. Know the officers of the organization and the current members of the organization.
4. Meet with the organization’s president on a regular basis (at least once per month).
5. Remain informed of all activities sponsored and conducted by the student organization and attend events as feasible.
6. Establish with the student organization president the manner and frequency in which the advisor will participate in the organization’s activities, e.g., programs, social events, and meetings.
7. Be knowledgeable about and adhere to University policies and procedures which pertain to student organization and inform the President of its responsibility to do the same.
8. Offer guidance to the organization on goal setting, organization management, program planning, problem solving and group evaluation.
9. Know the organization’s process for obtaining new members.
10. Report to the proper University officials any activities which may or will violate University policies.

Article IX Finances:
The elected Treasurer shall oversee all finances with CASPER ISU in accordance with ISU Student Organization Recognition Board guidelines (listed below). In the circumstance that the organization were to dissolve, all funds are to be donated to the Department of Electrical and Computer Engineering. The President shall oversee all purchase requests and approach Adviser for signing of each expenditure before payment.

- 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.
- Description of dues—no dues will exist.

Article X Amendments and Ratification:
This Constitution was ratified on 2/9/2018 by:
Adviser: Phillip Jones
President: Brian Bradford
Treasurer: Jared Danner