

Constitution for the Geo-Institute Student Chapter of the ASCE at Iowa State University Created October 2nd, 2023.

ARTICLE I. NAME

Section 1.1 The name of this organization shall be Geo-Institute Student Chapter of the ASCE at Iowa State University, referred to herein as G-I@ISU

ARTICLE II. PURPOSE & GOALS

Section 2.1 The purpose of G-I@ISU is to

- (i) Extend the mission of the national parent organization of Geo-Institute, referred to herein as G-I, to the Iowa State University campus.
- (ii) To engage students in geotechnical engineering and related fields
- (iii) To provide opportunities to students to participate in competitions and present posters/papers at national and state level G-I conferences.
- (iv) To provide context to geotechnical engineering research and education.
- (v) To afford students networking opportunities with geo- professionals and to give an insight of geo-industry.
- (vi) To provide opportunities to geotechnical engineering related professional and personal development to the members.

Section 2.2 The G-I@ISU is affiliated with Geo-Institute, a specialty institute created by American Society of Civil Engineers.

ARTICLE III. STATEMENT OF COMPLIANCE

Section 3.1 G-I@ISU abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations.

Section 3.2 G-I@ISU agrees to annually complete President's Training, Treasurer's Training and Advisor Training (if required).

ARTICLE IV. NON-DISCRIMINATION STATEMENT

Section 4.1 Iowa State University and G-I@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 U.S Veteran.

ARTICLE V. MEMBERSHIP

Section 5.1 G-I@ISU is open to registered students in good standing at Iowa State University in a Science, Technology, Engineering and Mathematics related field.

Section 5.2 As a member, one is required to attend at least 80% of organization meetings, pay dues if required, participate in one of the national or state level Geo-Institute events and attend at least one outreach event along with support organization projects.

Section 5.3 Membership will be revoked by a vote of one-half the officers plus one-half of the general membership or by one vote of the advisor/advisors, if actions are deemed inappropriate by the membership.

ARTICLE VI. OFFICERS

Section 6.1 Officer Duties and Term of Service:

(a) President

- (i) Shall conduct meetings and shall oversee the activities of the organization.
- (ii) Formulate a yearly agenda for the organization, such as a list of planned activities and events.
- (iii) Insure that all activities fall within the organizational goals as stated in the Constitution and bylaws, and the policies of Iowa State University and Geo Institute.
- (iv) Create permanent or temporary positions to assist in performing the duties of the office.
- (v) Serve as risk management officer. The role of the risk management officer is [a] help minimize potential risks for G-I@ISU activities, [b] recommend risk management policies or procedures to G-I@ISU [c] to submit documentation to ISU's Risk Management Office and [d] to ensure that proper waivers and background checks are on file with Risk Management for the G-I@ISU events.

(b) Vice-president

- (i) Assist the President in insuring that the above-mentioned presidential objectives are met.
- (ii) Preside over meetings in the absence of the President.
- (iii) Schedule meetings/events with appropriate University office.
- (iv) Create permanent or temporary positions to assist in performing the duties of the office.

(c) Treasurer

- (i) Maintain accurate record of organization transactions.
- (ii) Collect dues if required.
- (iii) Develop organization budget.
- (iv) Cosign organization checks along with the Advisor.
- (v) Arrange fundraising opportunities for the organization.
- (vi) Solicits additional funding if needed from the Student Government
- (vii) Association in conjunction with the President.

(d) Secretary

- (i) Maintain website with current up-to-date information including Executive Committee contact info, upcoming meetings and seminars, graduate and undergraduate specific portions of the webpage.
- (ii) Coordinate organization promotion and publicity of events.
- (iii) Maintain mailing lists of members, committees, Executive Committee, and faculty.

Section 6.2 Method of selection or election of officers:

Officers will be elected through a simple majority in an online poll. If a candidate fails to receive a majority of votes, a runoff election will be held with the top two candidates that received the most votes. Members interested in becoming an officer must meet academic requirements as established by the Student Organization Recognition Policy.

Section 6.3 Date(s) for selection or election of officers:

The term of office will be one full year (October 1st to September 30th). Elections for officers will be held in second meeting of the fall semester.

Section 6.4 Impeachment/Removal of officers:

Impeachment or removal of an officer may be considered if an officer fails to uphold the duties of their position or commits wrongdoing against another club member. Impeachment proceedings may be initiated by a written complaint submitted to the President. If impeachment charges are being brought against the President, the written complaint should be submitted to the Vice President. Impeachment proceedings would require 2/3 of executive officers to vote to

continue the removal process. The officer being impeached should be notified at least 2 weeks before the general impeachment hearing. The officer will have 5 minutes to speak in front of the general membership, then a secret ballot will be held. An officer can be impeached by a simple majority vote of due-paying members.

Section 6.5 Replacement of officers:

In the event that an officer must be replaced, Section 6.7, the replacement procedure shall follow Section 4.1. Elections will take place at the first meeting following the removal of the previous officer.

Section 6.6 Minimum Cumulative GPA for Officers:

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 VII. ADVISOR(S)

Section 7.1 Advisor Duties:

- (i) Advisor(s) needs to be member of Geo-Institute.
- (ii) Maintain communication and meet with officer(s) regularly.
- (iii) Awareness and approval of financial expenditures.
- (iv) Provide liaison between the G-I@ISU and Geo-Institute.

Section 7.2 Method of election/selection of advisor(s):

Advisors are nominated and selected by the officers and active members with a simple majority vote.

Section 7.3 Advisor(s) Term of Service:

The term of the advisor(s) will be at his or her leisure while he or she is at the Iowa State University.

Section 7.4 Impeachment/Removal of Advisors:

A simple majority vote of the members and officers is required in case of impeachment/removal of advisor.

Section 7.5 Replacement of Advisors:

In the event of advisor(s) removal or unscheduled vacancy, the replacement procedure shall follow Section 7.2. Elections will take place at the first meeting following the removal of the previous advisor(s).

ARTICLE VIII. FINANCES

Section 8.1 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 Advisor to this organization must approve and sign each expenditure before payment.

Section 8.2 The organization may establish reasonable dues that must be paid by all members. The amount of the dues will be determined in the beginning of the academic year by the Executive Committee and presented to the general membership for a three-fourths vote. Dues must be paid by the end of September of every year. The treasurer shall maintain all financial records and shall countersign with the president for all organization transactions.

ARTICLE IX. AMENDMENTS & RATIFICATIONS

Section 9.1 The constitution may be amended and subsequently ratified at any time by a vote of one-half the officers or by one vote of the advisor/advisors.

Section 9.2 Written notification by email of the proposed amendments must be communicated to all voting members at least one week in advance of the one in which the actual vote is taken.

Section 9.3 Amended or ratified constitution of G-I@ISU must be submitted to the Student Engagement Center within (10) days after the vote for approval.