Solar Decathlon Constitution

Effective September 1, 2019

Article I - Name

The name of this organization shall be Solar Decathlon at Iowa State University.

Article II - Purpose

The purpose of Solar Decathlon is to design and demonstrate the use of renewable, alternative, and sustainable forms of energy and resources in infrastructure.

Article III - Statement of Compliance

Solar Decathlon abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. Solar Decathlon agrees to annually complete President’s and Treasurer’s Training.

Article IV - Non-Discrimination Statement

Iowa State University and Solar Decathlon 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 1: Membership shall be open to all registered students in good standing at Iowa State.

Section 2: All members, with the exception of Faculty Advisor(s), Executive members, and first semester students, shall pay membership dues of $5 each semester. Membership dues shall be collected at the start of each semester following the first general meeting.

Article VI - Officers

The Solar Decathlon student organization shall be led by a group of officers as described below. These officers must meet certain minimum requirements to be determined by the active members of the Solar Decathlon student organization, including but not limited to the following:

(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, the semester of election 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 requests as prescribed in (a) and (b).

**Solar Decathlon Cabinet Members:**

**Cabinet:** Officers and Team Leads

**Officers:** President, Treasurer, Secretary, Public Relations Chair

**President**

**Duties and Terms of Service**
- Preside over meetings
- Represent the organization on campus
- Ensure the organization is abiding by the standards set by Iowa State University and the Student Activities Center
- Maintain communication with organization adviser(s)
- Must have prior cabinet experience to be eligible for election
  - Special Case: All cabinet members are graduating or cabinet member(s) do not run for presidential role. In this case, a general member may be eligible, but has to have at least 1 semester of active Solar Decathlon experience within the club.

**Treasurer**

**Duties and Terms of Service**
- Maintain an accurate record of organization transactions and organization bank account
- Collect dues at the beginning of the semester
- Responsible for risk management
  - Help minimize potential risks for club activities
  - Recommend risk management policies or procedures
- Submit documentation to ISU’s Risk Management Office
- Ensure that proper waivers and background checks are on file with Risk Management for events (if applicable)
- General members with at least 1 semester of Solar Decathlon experience are eligible for election

Secretary

Duties and Terms of Service
- Takes notes during general and cabinet meetings
- Compile weekly update email with meeting notes and any presentation slides
- Takes weekly general meeting attendance
  - Make note of absence reasoning
- General members with at least 1 semester of Solar Decathlon experience are eligible for election

Public Relations Chair

Duties and Terms of Service
- Responsible for the organization of recruitment programs for Solar Decathlon
  - Including but not limited to: emailing, flyers, and Clubfest
- Responsible for any social media platforms
- General members with at least 1 semester at Solar Decathlon experience are eligible for election

Team Leads

Duties and Terms of Service
- All team lead positions available include: Architectural team lead, Mechanical Engineering team lead, Electrical Engineering team lead, Plumbing Engineering team lead, and Graphic Design team lead
  - Team lead positions are expandable or retractable depending on the amount of students within the organization
  - Cabinet decides on the expandability or retractability of team leads
- Team leads will schedule independent group meetings as necessary to complete the project on schedule (i.e. Architectural team meetings)
- Team leads will coordinate sharing project information between all teams
- Team leads will coordinate project completion between themselves and other team leads
- General members with at least one semester at Solar Decathlon are eligible for election (See Special Elections)
Election of Officers

Date of Vote
- Election of all officers except Team Leads (see Special Elections) shall take place at the end of Spring Semester.
- Elections will be announced several weeks before the vote

Voting Process
- Candidates must show intent of running by attending at least one cabinet meeting before the election date
- Candidates will give a brief speech lasting no longer than two minutes
- Candidates who will not be present for voting must submit a video speech before voting day
- Voting will be by majority anonymous vote by the active general members of Solar Decathlon counted by the current Secretary
- All candidates running for the same office must not be present when the candidate is presenting
- Current cabinet members cannot vote
- Tiebreakers will be broken by a collective vote from the current cabinet

Special Elections
- Elections of Team Leads will be held at the start of Fall Semester
- Elections of Team Leads are chosen within the team members via agreement or simple majority vote
- Ties or disputes are broken as a collective vote by the current Cabinet
- In the event a Team Lead can no longer serve, a new Special Election for the team is held immediately

Appointments
- In the case where there is not a person to fill a cabinet or team lead position, a person is appointed by the Cabinet
- Club members will be appointed to a team based on member interest first, appointed by need second

Removal of Officers

- Move to remove a cabinet member is brought forth when:
  - They do not fulfill their duties as outlined in Solar Decathlon Cabinet Members
  - They are absent 25% of all scheduled weekly meetings
  - Does not meet the GPA Requirement minimum of 2.0
  - Is not in good standing with the university or a fulltime student
- A discussion about the issues and solutions are brought forth at the next Cabinet meeting
  - Cabinet member in danger of removal is given two weeks to comply with the duties and expectations of a cabinet member
- A cabinet vote is made if the offender does not change within two weeks
- Removal of officers is decided by majority vote within the cabinet.
- In the case of a tie, the faculty adviser votes.
- There are no temporary removals. Removed cabinet members must go through the election process once removed.
- In the event a cabinet member wants to leave or quit, the Cabinet takes a simple majority vote.

**Article VII - Adviser**

**Adviser Duties**
Solar Decathlon’s adviser will serve as an institutional, academic and professional support for members. The adviser will aid students in Solar Decathlon. Advisers will be elected by the general membership.

**Adviser(s) Term of Service**
Solar Decathlon’s adviser will be serving from one academic year to another academic year while they are at Iowa State University. If an adviser wishes to leave or quit Solar Decathlon they will need to notify the Cabinet a semester in advance in order to give the Solar Decathlon adequate time to find a replacement.

**Removal of Advisers**
Removal proceedings begin when:
- The Faculty Adviser can no longer serve as adviser due to personal or professional reasons.
- The Faculty Adviser is not serving their purpose as outlined in Adviser Duties.
- There is substantial negative feedback from the Cabinet and/or within the general members.

Removal proceedings and causes are addressed with the adviser. If there is no change in habit, a simple majority vote is made by the general members. If the adviser is to be removed they are given three weeks notice, so arrangements for a replacement faculty adviser are made.

**Replacement of Advisers**
In the event Solar Decathlon needs to select a new adviser, members will submit their suggestions and why they think the adviser is suitable for the club. A vote will be taken by general members and the President will contact the new adviser and inform them about the details of the club.

**Article VIII - Finances**

*Section 1:* All finances shall be handled by the Treasurer.

*Section 2:* All monies belonging to Solar Decathlon 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 Solar Decathlon adviser to this organization must approve and sign each expenditure before payment.

**Article IX - Amendments and Ratification**

An amendment can be proposed by any member of the organization at any general meeting. The member must thoroughly explain the proposed amendment at least ten days prior to the general membership voting on the amendment. A minimum of ten minutes will be allotted at the general meeting for the member to explain their proposed amendment.

A three-quarters vote by the general membership of Solar Decathlon will pass any proposed amendment. After ratification of the proposed amendment, an updated constitution will be submitted within 10 days to the Student Activities Center for approval.

**Statement of Compliance**

Solar Decathlon abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. Solar Decathlon agrees to annually complete President’s Training, Treasurer’s Training and Adviser Training.