

Iowa State University
Theme Park Engineering Group
Constitution

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Revision History

Date of Revision	Details of Revision	Revised By
Aug 29, 2019	Initial Release	Charlie Wickham

Article I

Name

The name of this organization is the Theme Park Engineering Group at Iowa State University and will be addressed as such in the remainder of this document.

Article II

Mission Statement

The Theme Park Engineering Group at Iowa State University is an organization for the Celebration and Education of the current state of the Attractions and Themed Entertainment industry, and for the Professional Development of its members, focused within the context of Engineering. The Theme Park Engineering Group is open to all majors and all people who are interested in the attractions industry; the activities of the organization are tailored towards Engineering students pursuing a career in the attractions industry. Meetings will serve as a place for students to share in the enthusiasm for the industry and activities affiliated with it, and personally develop through speakers and workshops. The Theme Park Engineering Group will organize trips and events at nearby amusement parks at least once every year, and will create an organized presence at Professional Industry Events including ASTM F24 Committee meetings and the IAAPA Attractions Expo.

Article III

Statement of Compliance

The Theme Park Engineering Group abides by and supports all established Iowa State University policies, the State of Iowa and Federal Laws, and follows local ordinances and regulations. The Theme Park Engineering Group agrees to annually complete President's Training, Treasurer's Training and Adviser Training (when required).

Article IV

Non-Discrimination Statement

Iowa State University and the Theme Park Engineering Group 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 I - Eligibility and Requirements

1. Membership shall be open to all Iowa State University students.
2. Members must meet the academic qualifications including a minimum cumulative GPA of 2.00.
3. Membership is granted after the dues are paid.
4. Upon persons gaining membership, the right to vote is acquired by those persons.
5. Membership ends immediately before the beginning of the following unpaid semester.

Section II - Expectations

Students in the Theme Park Engineering Group will enhance the student community by encouraging excitement and interest in the attractions industry. Members will grow through professional interactions and develop their engineering skills through projects and meetings. Primary organization activities will allow students to connect with faculty and industry professionals in a manner consistent with the expectations of Iowa State University and the College of Engineering, while simultaneously increasing public and member interest in the organization.

Article VI

Officers

Section I - Officers and Duties

President

1. Plan, schedule and preside over regular general meetings
2. Serve as a representative of the organization to the rest of campus
3. Maintain regular communication with organization's Adviser
4. Ensure the organization is operating in accordance with all Iowa State University and Student Activity Center standards
5. Plan, schedule, and preside over Executive Committee meetings
6. Work with the rest of the officers to ensure the stability of the organization
7. Responsible for communication with parks and industry leaders to organize events, park trips, and guest speakers

Vice President

1. Fulfill risk management duties
2. Assist the President in developing and leading the direction of the organization
3. Assist and oversee Treasurer
4. Handle email communications and weekly updates for the organization
5. Create weekly slides for general meetings, notes for officer meetings, and document any significant happenings at either meeting
6. Maintain current member list
7. Presents weekly industry updates at each general meeting

Treasurer

1. Manage the finances of the organization
2. Pick up and review monthly statements
3. Maintain current ledger (Organization's financial records)
4. Approve transactions, including scanning and uploading receipts
5. Develop and present a budget to the organization for review
6. Collect dues
7. Handle one of the organization's purchasing cards
8. Handle Polo sales and inventory
9. Handle reimbursement for trip travel
10. Contact companies to gain sponsorship
11. Maintain relationships between organization and sponsors
12. Create content about the organization and the mission for potential sponsors
13. Ensure that all sponsorship recognition and benefits are fulfilled

Other Positions

1. Other positions can be established by a majority vote among current officers.

Section II - General Officer Eligibility Requirements

1. Officers must carry out in a timely fashion all of the specific duties relevant to that office.
2. All officers of the organization must meet the following academic requirements:
 - a. Have a minimum cumulative grade point average (GPA) of 2.00
 - b. Maintain a minimum GPA of 2.00 in the semester immediately prior to term of election and during terms of appointment
 - c. Must be enrolled students: at least half time status for an undergraduate or graduate student (unless fewer credits are required to graduate in the spring and fall semesters)
 - d. Have paid dues for a semester prior to their term
3. Officers must be in good standing with the university and enrolled during the term of office.

Section III - Election to Office Statement

1. Election of officers will require a majority vote from the general membership.
2. Elections are to be held by secret ballot.
3. 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.
4. Members interested in becoming an officer must meet academic requirements as established by the Student Organization Recognition Policy as well as those set forth in Article IV, Section II.
5. Two normal elections take place: one at the end of the academic year where President and Treasurer are to be elected and the second election takes place at the beginning of the academic year to fill remaining vacant positions.
6. Special elections may be held at any time as determined by the current officers.
7. Before any elections, notice will be given to members at least seven (7) days before elections are to take place.
8. Elections shall take place during the regularly scheduled meeting times.
9. Should the president position be vacant, the vice president will assume the president's duties until elections can be held.
10. Quorum is 50% of members or 15 attendees, whichever is lower.
11. A motion to delay the vote 1 week may be proposed by an attending member if the quorum is not met. A second must be given. A maximum of 2 delays is allowed.

Section IV - Term of Office Statement

1. The term of office will be one academic calendar year, starting in the fall semester or until their graduation.
2. Officers who wish to carry over their officer position to the next year are allowed to maintain their position if no one wishes to run against them in an election. However, a speech is still required to be given in front of the members.
3. In the case that an officer is elected at a later date, they will only occupy their position until the next set of elections.
4. All elected officers shall comprise the Executive Committee of the organization.
5. Beyond regularly scheduled organization meetings, the Executive Committee shall meet separately to discuss organizational goals, upcoming events, and to ensure any conflicts within the organization are resolved in a timely and effective manner.

Section V - Officer Impeachment/Resignation Statement

1. In the event that an officer fails to meet the eligibility requirements, they will be asked to immediately step down.
2. In the event of a vacant office, the organization will hold special elections to fill vacancies.
3. If an officer feels that they are unable to perform their duties to the best of their abilities, they may voluntarily step down from their elected office.
4. Impeachment may occur if officer actions are deemed inappropriate by the membership, or if the officer consistently fails to perform his/her duties.
5. The impeachment process shall be initiated by request to the adviser and a second by another member.
6. Seven (7) days notice shall be given to the general membership about an impeachment vote, which shall take place at a weekly organization meeting.
7. Officers may be removed from office by 3/4 votes of all members. During the impeachment process, the officer is allowed to speak but will be required to leave the room during final discussion and voting.
8. Impeachment voting will be conducted by secret ballot.

Article VII

Section I - Adviser Duties

1. The Theme Park Engineering Group will have an Iowa State University adviser whose mentorship will contribute to the betterment of the organization.
2. This adviser is not an officer but will be included in officer meetings.

Section II - Method of election/selection of adviser(s)

1. The adviser candidate will be selected by the officers, and approved by the general membership by 2/3 vote.

Section III - Adviser(s) Term of Service

1. The adviser serves until resignation, death, or impeachment.

Section IV - Impeachment/Removal of adviser(s)

1. An Adviser may be removed from office by 3/4 votes of all members, during the impeachment process the adviser is allowed to speak, but will be required to leave the room during final discussion and voting.
2. The impeachment process shall be initiated by the officer committee.
3. Impeachment may occur if adviser actions are deemed inappropriate by the membership, or if the adviser consistently fails to perform his/her duties.
4. Impeachment voting will be conducted by secret ballot.

Section V - Replacement of adviser(s)

1. To replace an adviser, the method of election described in Section II of this article shall be followed.

Article VIII

Section I - Organization Funds

1. Any monies or items of value received through organization activities or associated with this organization are classified as belonging to the organization.
2. All monies belonging to this organization shall be deposited and disbursed through a bank.
3. The bank account established for this organization must be with the Campus Organizations Accounting Office and/or an approved institution/office (if authorized by the Campus Organizations Accounting Office).
4. All funds must be deposited within 48 hours or 2 business days after collection.
5. The adviser to this organization must approve and sign each expenditure before payment.
6. Upon the dissolution of the organization, the remaining funds status will be determined by the current president, treasurer, and adviser.

Section II - Use of Funds

1. Funds will be used to promote public and member interest in the organization, promote the welfare of the members, promote organization presence at industry events, and for resources pertaining to members gaining hands-on experience.

Section III - Organization Fees

1. The organization may establish reasonable dues that must be paid by all members.
2. Dues will be determined by the officer committee.
3. The Treasurer shall maintain documentation regarding members who have and have not paid dues.
4. Dues must be paid to the Treasurer.
5. Dues shall not exceed a maximum of \$30.00 per semester.

Article IX

Risk Management

The Vice President of the Theme Park Engineering Group is responsible for Risk Management. Responsibilities include:

1. Helping to minimize potential risks for the organization's activities
2. Recommending risk management policies or procedures to the Theme Park Engineering Group
3. Submitting documentation to ISU's Risk Management Office
4. Ensuring that Iowa State University policies are followed at all of the organization's events
5. Ensuring that proper waivers and background checks are on file with Risk Management for events (if applicable)

Article X

Amendments and Ratification

1. This constitution may be amended and subsequently ratified at any time with a simple majority of the officers.
2. Ratified amendments to this Constitution must be submitted to the Student Activities Center within 10 days.
3. All officers and the adviser(s) must be present at the voting of the ratification.
4. Ratification of a constitution shall be voted on during the officer's meeting.