

American Institute of Steel Construction Constitution

Effective: October 15, 2025

Article I: Preamble

1.1. The name of the club shall be the American Institute of Steel Construction at Iowa State University, hereinafter "AISC."

1.2. This document serves as the Constitution of the American Institute of Steel Construction at Iowa State University which regulate the activities and affairs of the club.

Article II: Purpose

2.1. The purpose of the American Institute of Steel Construction Club is to create an environment for a group of undergraduate and/or graduate students who convene to, but not limited to:

2.1.1. Compete in the AISC Student Steel Bridge Competition (SSBC)

2.1.2. Exchange steel-related knowledge

2.1.3. Network with peers and industry representatives

2.1.4. Engage in educational activities

2.1.5. Attend NASCC: The Steel Conference

Article III: General Guidelines

3.1. The AISC Club at Iowa State University is considered an independent entity functioning under the guidance of the American Institute of Steel Construction (AISC) and the AISC Education Foundation.

3.2. AISC Club abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations.

3.3. AISC Club agrees to annually complete President's and Treasurer's Training.

3.4. Iowa State University and AISC Club 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, or status as a U.S. Veteran.

Article IV: Membership

4.1. Membership in AISC Club will be equally available to all undergraduate and graduate students enrolled at Iowa State University for at least one academic term during each academic year.

4.2. The AISC Club will have a minimum of five members.

4.3. The AISC Club will have a Faculty Advisor to provide guidance and general oversight of the Club's activities. The Advisor will also liaise with school administration when necessary.

4.4. The responsibilities of Club members include:

4.4.1. Attend Club meetings and participate in Club activities and events.

4.4.2. Act in accordance with the school's Student Code of Conduct.

4.5. Attending the SSBC

4.5.1. Fifty percent attendance is required.

4.5.2. Must be in good standing with the Executive Board.

Article V: Officers

5.1. The officers of the AISC Club shall be President, Vice President, Design Chair, Treasurer, Public Relations Chair, Fabrication Chair, Construction Crew Captain, and Undergraduate Representative. The officers will form the Executive Board.

5.2. The Executive Board shall comprise the elected officers of the AISC Club and shall meet on a weekly basis to finalize agenda items, prepare reports, and collaborate on the business of the AISC Club.

5.3. These officers shall perform the duties prescribed by this Constitution and by the parliamentary authority adopted by the Club.

5.3.1. President:

- (i) Ensure active Student chapter status is maintained with AISC.*
- (ii) Call, preside over and adjourn all meetings of the Club.*
- (iii) Oversee all Club activities, events, and fundraisers.*
- (iv) Maintain regular contact with Faculty Advisor.*
- (v) Organize NASCC and select attendees.*
- (vi) Be aware of financial matters pertaining to Club.*
- (vii) Coordinate transition of Officers for the next academic year.*
- (viii) Register the Club for the SSBC*
- (ix) Be the designated Risk Management Officer*
- (x) Help minimize potential risks for club activities*
- (xi) Recommend risk management policies or procedures*

- (xii) *Submit documentation to ISU's Risk Management Office*
- (xiii) *Ensure that proper waivers and background checks are on file with Risk Management for events (if applicable)*

5.3.2. Vice President:

- (i) *Take over the presidency if the president is incapable*
- (ii) *Compile and submit annual reports as required by AISC*
- (iii) *Schedule speaker meetings*
- (iv) *Attend the ESC meetings*

5.3.3. Design Chair:

- (i) *Design the bridge in an organized and efficient manner according to the yearly AISC SSBC competition rules*
- (ii) *Select the Design Team*
- (iii) *Run the design meetings*
- (iv) *Contact material donors*

5.3.4. Treasurer:

- (i) *Manage all fiscal matters related to the Club.*
- (ii) *Help plan and organize all Club fundraisers/sponsorship solicitations.*
- (iii) *Liaise with the school financial office/student government with matters pertaining to funds for the Club.*
- (iv) *Maintain financial records of the Club, and produce them for reports to AISC, as required.*
- (v) *Report to Club officers/members on status of funds at Club meetings.*
- (vi) *Maintain regular contact with Faculty Advisor and President regarding Club's finances.*

5.3.5. Public Relations Chair:

- (i) *Maintain any media that is shared on the Club's website, Facebook, LinkedIn, etc.*
- (ii) *Publicize all Club activities.*
- (iii) *Create competition poster, newsletters, competition t-shirts, and take charge of the club's intramurals*
- (iv) *Manage fundraising through pizza sales and sponsors.*

5.3.6. Fabrication Chair:

- (i) *Manage the construction of the competition bridge*
- (ii) *Enforce shop training requirements*
- (iii) *Maintain the safety of the Club's members*

5.3.7. Construction Crew Captain:

- (i) *Attend the competition*
- (ii) *Run and organize construction practice*
- (iii) *Keep track and organize competition equipment*
- (iv) *Select the Construction Crew through tryouts*

5.3.8. Undergraduate Representative:

- (i) Publicize all Steel Bridge activities, specifically to underclassmen*
- (ii) Attend Club activities and document events.*
- (iii) Assist other cabinet officers in their duties if needed*
- (iv) Attend weekly cabinet meetings*
- (v) Document the Club's member attendance*

5.4. Qualifications: All officers must be students currently enrolled in good standing at Iowa State University and meet the following requirements:

5.4.1. 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.

5.4.2. 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.

5.4.3. The President of Steel Bridge Club shall have at least one (1) year of experience on the Steel Bridge Club Cabinet.

5.4.4. Design Chair is required to have taken CE 333 or an equivalent steel design course and has been an active member of Steel Bridge for one academic term. If there are no members that meet these requirements, all members are free to run for this position.

5.4.5. A member will be ineligible to hold office should they fail to maintain the requirements prescribed in 5.4.1 and 5.4.2

5.5. Election: Officers are elected for the following (academic) year by a simple majority vote of the members present during - or by the time of - the last Club meeting during the current year.

5.5.1. Officer terms will last for one academic year.

5.5.2. In the event of a tied vote, the previous Steel Bridge Club Cabinet members will vote and decide amongst themselves.

5.6. Removal from Office: 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. To move forward with impeachment proceedings, two-thirds of the executive officers must vote to continue the removal process. The officer being impeached should be notified at least two weeks before the general impeachment hearing. The officer will have 5 minutes to speak in front of the general membership, then an anonymous ballot ceremony will be held. An officer can be impeached by a simple majority vote by active club members.

5.6.1. To be eligible to vote in the general-impeachment-anonymous-ballot ceremony, you must have 50% club attendance at the time of the impeachment hearing.

5.6.2. If officer replacement must occur, replacement elections will follow the same procedure as regular elections, no longer than two weeks after position vacancy.

5.7. Additional temporary cabinet positions may be created at the discretion of the president and vice president.

Article VI: Faculty Advisor

6.1. A full-time Iowa State University employee or faculty member shall serve as the Faculty Advisor for the club.

6.2. The current Faculty Advisor for the club is

Professor Travis K. Hosteng

kickhos@iastate.edu

6.3. Term: The Faculty Advisor shall serve a minimum term of one full (academic) year. There is no term limit.

6.4. Duties: Faculty Advisor's duties include:

6.4.1. Verify that all AISC members are students enrolled at Iowa State University for part of or all of each academic year

6.4.2. Promote an inclusive, positive environment for all students participating in Steel Bridge Club activities and ensure that learning is the desired outcome.

6.4.3. Sign-off on the reports and documentation required by AISC, including academic-year-end activity summary and semiannual financial reports, as required.

6.4.4. Fulfill all duties as the Club's faculty representative as required by Iowa State University.

6.5. Advisor Selection:

6.5.1. Advisor Selection Process: The Advisor of this organization shall be selected by a two-thirds vote decision of the executive officers.

6.6. Advisor Replacement/Removal:

6.6.1. Any Faculty Advisor who does not act in accordance with the Club expectations or does not meet or fulfill the standards or duties established for the office he/she holds may be removed from office by a two-thirds vote by the executive board.

6.6.2. If Advisor replacement is necessary without removal (e.g. Advisor Retirement), that decision falls onto the executive board, with a two-thirds vote determining the Advisor replacement.

Article VII: Finances

7.1. 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 Adviser to this organization must approve and sign each expenditure before payment.

7.2. No dues will exist, besides:

7.2.1. Twenty dollars for attending the Midwest SSBC Regional Competition

7.2.2. Fifty dollars for attending the National SSBC Competition

7.2.3. Twenty dollars for attending the NASCC: The Steel Conference

7.3. Expenses above five hundred dollars will be voted on by the AISC Cabinet. A two-thirds vote will pass the expense.

Article VIII: Amendments

8.1. *Amendments to these bylaws consistent with the Club constitution may be adopted at any meeting of the Club in which a quorum is present, provided that a statement setting forth the substance of such proposed action is included in the notice of the meeting and made accessible to the full membership once adopted.*

8.2. *Any active member may propose an amendment to the Club's Constitution in order to ensure that the Club is administered properly.*

8.3. *At the final cabinet meeting of the academic year, proposals will be read aloud, and all active members present will vote on the proposal.*

8.4. *A two-thirds majority vote of a quorum of all active Cabinet members is required to approve an amendment.*

8.5. *Quorum is set at three-fourths of the voting party.*

8.6. *In the case of any changes, the amended constitution will be submitted within 10 days to Student Engagement for approval*

8.7. *In the event a constitution is rejected because it does not meet Iowa State University policy and/or constitution requirements, the following may occur.*

8.7.1 *Any changes to bring the constitution into compliance may be made with unanimous approval from the President, Treasurer, and Advisor.*

8.7.2 *Notification of these changes must be communicated at the next full organizational meeting.*

Article IX: Club Requirements

9.1. *American Institute of Steel Construction Club shall adhere to the requirements as prescribed in the AISC Student Clubs, LLC Club Affiliation Agreement and the AISC Student Club Handbook, including but not limited to the following:*

9.2.1. *Promoting club inclusion and diversity*

9.2.2. *Submitting annual activity reports and semiannual financial reports, as required*

9.2.3. *Following IRS requirements when operating as a tax-exempt entity under AISC's status*

9.2.4. *Reporting insurance incidents*

This constitution is adopted and created by the Iowa State University AISC Student Club on October 15th, 2025.

Steel Bridge Club President

Name (Print): William Van Gheem

Date: 10/15/2025

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Steel Bridge Club Treasurer

Name (Print): Ethan Goudschaal

Date: 10/15/2025

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Steel Bridge Club Faculty Advisor

Name (Print): Travis Hosteng

Date: 10/15/2025

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