

American Institute of Steel Construction Constitution

Effective: October 8, 2019

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 Steel Bridge 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 Student 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, gender identity, 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 a 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 Underclassmen 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*

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. Underclassmen 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. Have a minimum cumulative grade point average (GPA) of 2.00 and meet that minimum cumulative GPA in the semester prior to the election, the semester of election, and semesters during the term of office.

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

5.4.3. 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.

5.5. 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: Any officer 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 officers.

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*

*Dr. Jiehua Shen
jshen@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: The 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 the 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. *Removal from Office: 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 Steel Bridge Cabinet.*

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.*

Article IX: Club Requirements


9.1. Steel Bridge 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 8th, 2019.

Steel Bridge Club President


Name (print) Tristan Sanderson

Signature 

Date 10/8/19

Steel Bridge Club Treasurer

Name (print) Riley Blatchford

Signature 

Date 10-8-19

Steel Bridge Club Faculty Advisor

Name (print) JAY SHEN

Signature 

Date 10/8/19