

Constitution of Women Impacting Supply Chain Excellence

Article I – Name

The name of this organization shall be Women Impacting Supply Chain Excellence at Iowa State University, hereinafter referred to as WISE.

Article II – Purpose

The purpose of Women Impacting Supply Chain Excellence is to promote interest and involvement in the field of supply chain management and logistics. The organization aims to support students through professional development, leadership opportunities, networking, and industry exposure.

The goals of this organization are to:

- Build connections among students interested in supply chain careers
- Provide opportunities for professional and leadership development
- Increase knowledge of the supply chain industry
- Foster relationships with professionals and organizations in the field

To achieve these goals, Women Impacting Supply Chain Excellence will host meetings, invite industry speakers, collaborate with other WISE chapters, and organize events that develop leadership and professional skills.

Article III – Statement of Compliance

Women Impacting Supply Chain Excellence abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. Women Impacting Supply Chain Excellence agrees to annually complete President's and Treasurer's Training.

Article IV – Non-Discrimination Statement

Iowa State University and Women Impacting Supply Chain Excellence 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 V – Membership

Section 1 – Requirements

Membership shall be open to all registered students in good standing at Iowa State University.

Section 2 – Removal of Membership

Membership may be revoked for conduct that violates university policies or disrupts the organization.

Examples of misconduct include, but are not limited to:

- Harassment or bullying
- Theft or dishonesty
- Repeated disruptions during meetings
- Violations of Iowa State University’s Student Code of Conduct

Removal proceedings may be initiated by any member and must be submitted in writing to the President. The executive officers will review the concern and determine whether the matter should proceed to a general membership vote.

Membership removal requires:

- Prior written notice to the member at least one week before the vote
- Opportunity for the member to speak before the vote
- A majority vote of members present at a general meeting conducted by secret ballot

Article VI – Officers

Section 1 – Officer Positions and Responsibilities

President

The President shall:

- Preside over all meetings
- Oversee the activities of the organization
- Maintain communication with the Advisor and university administration
- Maintain records of membership in the student organization database
- Ensure all required university trainings are completed

The President will also serve as the Risk Management Officer, responsible for:

- Helping minimize potential risks for club activities
- Recommending risk management policies or procedures
- Submitting documentation to ISU’s Risk Management Office
- Ensuring proper waivers and background checks are completed when required

Treasurer

The Treasurer shall:

- Manage all financial operations of the organization
- Maintain financial records and budgets
- Collect membership dues

- Coordinate financial transactions with the Campus Organizations Accounting Office
- Work with the Advisor to approve expenditures

Section 2 – Election of Officers

Elections will occur annually during the month of February.

Candidates must submit a nomination to the President at least one week before elections. Each candidate will be allowed to speak to members prior to voting.

Officers will be elected by secret ballot and must receive a simple majority vote of members present at the meeting.

If no candidate receives a majority vote, a runoff election will be held between the top two candidates.

Section 3 – Term of Service

Officer terms shall last one academic year, beginning in August and ending in May.

Section 4 – Impeachment and Removal

Officers may be removed for:

- Failure to perform duties
- Violations of university policy
- Harassment, misconduct, or disruptive behavior

Impeachment proceedings may be initiated by submitting a written request to the highest-ranking officer not involved in the complaint.

The officer must receive at least one week's notice prior to the vote and will have the opportunity to speak before members.

Removal requires a majority vote of members present at a general meeting conducted by secret ballot.

Section 5 – Replacement of Officers

If an officer position becomes vacant, a special election will be held within two weeks following the same procedures as regular elections.

Section 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.

(c) Be ineligible to hold an office should the student fail to maintain the requirements as prescribed above.

Article VII – Advisor

Section 1 – Advisor Duties

The Advisor shall:

- Provide general oversight and guidance to the organization
- Ensure the organization operates in accordance with Iowa State University policies
- Assist officers in leadership development and organizational planning
- Approve financial expenditures when required

Section 2 – Selection of Advisor

The Advisor shall be selected by a majority vote of the executive officers.

Section 3 – Term of Service

The Advisor shall serve an indefinite term while affiliated with Iowa State University, unless they choose to step down or are removed.

Section 4 – Removal of Advisor

The Advisor may be removed by a unanimous vote of the executive officers after providing the Advisor notice and an opportunity to speak prior to the vote.

Section 5 – Replacement

If the Advisor position becomes vacant, a replacement shall be selected using the same procedures outlined in Section 2.

Article VIII – Finances

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.

Membership dues will not exceed \$50 per semester and will be determined by the executive officers at the beginning of each semester.

If the organization dissolves, remaining funds will be distributed according to Iowa State University policies and determined by the executive officers.

Article IX – Amendments and Ratification

Any member may propose an amendment to this constitution. Proposed amendments must be submitted in writing to the executive officers and presented to the general membership at least one week prior to voting.

Amendments require a two-thirds vote of members present at a general meeting for approval.

The amended constitution must be submitted to Student Engagement within 10 days for approval.