**Constitution of CCEE Graduate Student Council**

***Article I: Name***

The name of this organization shall be the Civil Construction and Environmental Engineering (CCEE) Graduate Student Council (GSC) at Iowa State University. All members shall be known as GSC members.

***Article II – Purpose and Mission Statement***

The purpose of CCEE GSC shall be to mobilize information and organize events for the CCEE Department to encourage active participation and promote a sense of community among the CCEE graduate students.

The mission of this organization is to provide a supportive environment for all CCEE graduate students. The council's mission typically revolves around representing and advocating for the interests, needs, and concerns of graduate students within the department. To do so, CCEE GSC will organize activities such as workshops, seminars, and annual research symposiums that promote skill development, networking opportunities, and career advancement. Also, the council organizes social events to foster camaraderie, collaboration, and mutual support among students.

***Article III – Organization Goals***

Aligning with the council mission described above, the council's specific goals are described as follows:

***Representation***: GSC aims to serve as a voice for the graduate student body, ensuring that their opinions and perspectives are heard and considered in departmental decision-making processes. They strive to represent the diverse interests and backgrounds of graduate students within the department.

***Academic and Professional Development:*** GSC is dedicated to supporting and enhancing the academic and professional experiences of graduate students. This includes organizing workshops, seminars, and research symposiums that promote skill development, networking opportunities, and career advancement.

***Well-being and Support:*** GSC recognizes the importance of graduate students' well-being and advocates for resources and support systems that address mental health, work-life balance, and other issues affecting students' overall welfare. They may collaborate with the department to ensure adequate support services are available.

***Equity, Inclusion, and Diversity:*** GSC believes in fostering an inclusive and diverse academic environment. The council works towards ensuring equal opportunities for all graduate students, irrespective of gender, race, ethnicity, nationality, disability, or any other identity marker. The council may organize events, initiatives, and resources that promote diversity, equity, and inclusion within the department.

***Communication and Collaboration:*** GSC aims to establish effective communication channels between graduate students, faculty, and administration. They facilitate dialogue and collaboration to address concerns, improve policies, and strengthen relationships within the department.

***Community Building:*** GSC strives to create a sense of community among graduate students within the department. They organize social events, networking activities, and mentorship programs to foster student camaraderie, collaboration, and mutual support.

***Article IV – Statement of Compliance***

The CCEE GSC abides by, supports established Iowa State University policies, State and Federal Laws, and follows local ordinances and regulations. (Name of Organization) agrees to annually complete President’s and Treasurer’s Training.

***Article V – Non-Discrimination Statement***

Iowa State University and the CCEE GSC 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 VI – Risk Management***

The CCEE GSC Secretary shall preside as risk manager for the organization.

The role of the risk manager is to [a] help minimize potential risks for club activities, [b] recommend risk management policies of procedures to GSC, [c] to submit documentation to ISU’s Risk Management Office, and [d] to ensure that proper waivers and background checks are on file with Risk Management for events (if applicable).

***Article VII – Eligibility and Membership***

1. **Members Eligibility**

All full or part-time graduate students of the Civil, Construction, and Environmental Engineering Department automatically become part of the GSC the semester they join Iowa State University. Graduate students must be part of any of the following graduate programs:

1. Civil Engineering Materials (M. Engr., M.S., Ph.D.)
2. Construction Engineering and Management (M. Engr., M.S., Ph.D.)
3. Water Resources and Environmental Engineering (M. Engr., M.S., Ph.D.)
4. Geotechnical Engineering (M. Engr., M.S., Ph.D.)
5. Intelligent Infrastructure Engineering (M. Engr., M.S., Ph.D.)
6. Structural Engineering (M. Engr., M.S., Ph.D.)
7. Transportation Engineering (M. Engr., M.S., Ph.D.)

***Article VIII – Executive Board***

1. **Officers Eligibility**

The officers of this organization shall be known as Executive Board Members. Officers must meet the following requirements:

1. Be in good standing with the university and enrolled at least halftime (four or more credits), unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement, during their term of office.
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.
3. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).
4. President and Treasurer candidates should have completed at least one semester of the graduate program at the time of the election.
5. **Executive Board Positions and Duties**

The Executive Board for CCEE GSC shall consist of the following positions, listed in order of succession:

1. **President**
   * Presides over meetings of the organization.
   * Facilitates executive board meetings.
   * Calls special meetings of the council.
   * Oversees the activities of the officers and general members.
   * Prepares and files any required reports.
   * Maintains contact with the advisor regarding organization activities and concerns.
   * Oversees the process of evaluating all the applications received for the CCEE Graduate Student Travel Scholarship.
2. **Vice President**

* Assumes the duties of the President in their absence.
* Directs constitutional updating and revisions.
* Facilitates election of officers.
* Oversees the impeachment and removal process for officers.
* Leads the process of evaluating the applications received for the CCEE Graduate Student Travel Scholarship while keeping records of all the granted and rejected scholarships.

1. **Treasurer**
   * Manages the council's finances and keeps its financial records.
   * Prepares an annual budget.
   * Hold the GSC's purchasing card (p-card) and travel and hospitality card (T&H card)
   * Prepares all funding requests.
   * Advises members on financial matters.
   * Participates in the process of evaluating all the applications received for the CCEE Graduate Student Travel Scholarship.
   * Maintains the council's budget and works with officers to determine spending allowances.
   * Works with the advisor to approve each expenditure before payment.
2. **Secretary**

* Obtains appropriate facilities for organizational activities.
* Prepares organization's calendar of events.
* Keeps and distributes minutes of each meeting of the organization.
* Maintains attendance at all meetings.
* Maintains council's records, storage, and office.
* Prepares and files any required reports.
* Handles all official correspondence of the organization.
* Collects organization's mail.
* Keeps members of the organization informed about activities, university events, and important dates.
* Participates in the process of evaluating all the applications received for the CCEE Graduate Student Travel Scholarship.
* Acts as a risk manager for the organization and fulfills the duties listed in Title VI.

1. **Marketing & Communications Director**

* Employs media outlets to inform all CCEE graduate students about the council's activities.
* Designs physical and virtual graphics to market the GSC and its events.
* Creates and distributes all advertisements and designs.
* Takes photos and videos at the organization's events.
* Participates in the process of evaluating all the applications received for the CCEE Graduate Student Travel Scholarship.

1. **Elections**
2. Elections will occur annually at the last Executive Board meeting of the spring semester (first week of May.)
3. Members interested in running for an officer position will complete a nomination form and submit it to the Executive Board members and GSC Advisor prior to the officer elections.
4. The GSC Advisor will be responsible for overseeing the election.
5. All GSC Executive Members will have at least one week to review all GSC Executive Board applications.
6. A meeting will be held with the GSC Executive Board and GSC Advisor to discuss the candidates for each position. The GSC Executive Board for the next academic year will be selected at this meeting based on a thoughtful discussion about each of the candidates and the open roles.
7. The term of office for all officer positions shall be one year, beginning the first week of the fall semester and ending the last week of the spring semester.
8. Executive Board Members will complete an "Officer Transition Report" for each semester they serve on the Board. A report should be submitted to the GSC President and Advisor; additionally, a copy should be maintained in the appropriate GSC document folder.
9. **Replacement Procedures**
10. If a situation arises in which an Executive Board Officer fails to fulfill assigned duties as specified in this constitution:
    * The GSC Faculty Advisor and President shall discuss the matter with the officer in question.
    * If the situation persists, the issue shall be discussed at an Executive Board meeting.
    * If the Executive Board deems it appropriate, an impeachment vote shall be held. A simple majority of the GSC Board Members present shall be considered sufficient to remove an officer from the Executive Board. Voting will be conducted by an anonymous virtual form or secret ballot at an Executive Board meeting (method decided by officers). The person being impeached is allowed to speak and be present before the final vote but not while the vote is being conducted.
    * Impeachable offenses include but are not limited to improper use of the purchasing card, failure to uphold the responsibilities of the position, more than two unexcused absences from council meetings, or inappropriate attitudes/comments/actions towards another board member or general member.
    * Vacant Board positions will be announced via e-mail and/or at a general meeting. Any interested candidates for these positions shall submit a standard application to the Executive Board at least one week before the meeting at which elections are to take place. Elections will be held at the next Executive Board meeting.

***Article IX – Meetings***

1. **Executive Board Meetings**
2. The Executive Board shall meet at least every other week during the regular school year or more frequently as determined by the President and Executive Board Members. Any absence from council meetings must be properly justified by notifying the GSC President. Failure to provide a valid justification for two absences in the same semester will result in the removal from the position.
3. Summer meetings are optional at the discretion of the Executive Board.
4. The President shall set an agenda for and preside over Executive Board meetings. The Vice President shall preside over the meeting in the President's absence.
5. All officers are eligible to vote in Executive Board Meetings.
6. The President or Secretary shall record minutes at Executive Board meetings and publicize those minutes no later than one week after each meeting.
7. Officers are expected to attend all Executive Board meetings. Each officer shall give a report to the board members present. In the absence of an officer, a knowledgeable person may present the report.

***Article X – Events***

All events organized and advertised through CCEE GSC e-mail lists are official CCEE GSC Events.

Planning and implementation of events should follow the processes defined by the Executive Board.

***Article XI – Faculty Advisor***

**Duties**

The duties of the advisor are to provide general oversight to the group and to ensure that the organization is complying with the standards set forth by Iowa State University and Memorial Union Student Engagement.

1. **Method of Selection**

The role of the advisor shall typically be fulfilled by the Department Graduate Coordinator (DoGe). However, in the event that the DoGe is unable to serve as the advisor, the appointment shall be made in coordination with the Department Chair and the DoGE.

1. **Terms of Service**

The advisor of the organization shall serve at their leisure.

1. **Replacement Procedures**

If a situation arises in which the Advisor fails to fulfill his/her duties as specified in this constitution:

* + The GSC President shall discuss the matter at the Executive Board meeting and then share the concerns with the Advisor.
  + If the situation persists, the issue shall be discussed with other important personnel, such as the CCEE Department Chair.
  + If the Executive Board and the CCEE Department Chair deem it appropriate, an impeachment vote shall be held. A simple majority of the GSC Board Members present shall be considered sufficient to remove the Advisor from the position. The Advisor is allowed to speak and be present before the final vote but not while the vote is being conducted.
  + Grounds for removal include but are not limited to failure to uphold the responsibilities of the position, or inappropriate attitudes/comments/actions towards an Executive Board member.
  + A replacement Advisor will be appointed at the discretion of the CCEE Department Chair.

***Article XII – Finances***

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 advisor to this organization must approve and sign each expenditure before payment.
2. GSC members shall not be required to pay dues.
3. Upon disbandment of the CCEE GSC, all funds and properties in excess of liabilities and expenses of dissolution will be distributed as determined by a majority of officers.

***Article XIII – Amendments and Ratification***

1. Any Executive Board member or Faculty Advisor may propose an amendment to this Constitution.
2. With the approval of the Faculty Advisor, amendments to this constitution may be ratified at an Executive Board Meeting at which ¾ of the Executive Board is present. Officers will vote through a show of hands.
3. This Constitution and subsequent amendments must be ratified by a simple majority of all in attendance at the meeting.
4. Each time the CCEE GSC Constitution is amended, a new copy must be submitted to the Student Engagement within ten days for approval.
5. In the event a constitution is rejected because it does not meet Iowa State University policy and/or constitution requirements, the following may occur.
   * Any changes to bring the constitution into compliance may be made with unanimous approval from the President, Treasurer, and Advisor.
   * Notification of these changes must be communicated at the next Executive Board meeting.

Ratified on: October 17, 2023

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*Dr. Shafei, Faculty Advisor Shani Montes, CCEE GSC President*