

ENGINEERS FOR A  
SUSTAINABLE WORLD (ESW)

Iowa State University Chapter

**Constitution**

Founded: August 2003  
Amended: April 2014

## **Article I - Name**

- 1.0 The name of this organization shall be Engineers for a Sustainable World at Iowa State University, abbreviated ESW-ISU.

## **Article II - Purpose**

- 2.0 The mission of ESW-ISU is to engage students in reducing poverty by improving environmental, social, and economic sustainability worldwide.
- 2.1 ESW-ISU will be affiliated with Engineers for a Sustainable World and their associated chapters founded at various post-secondary institutions throughout the United States.
- 2.2 ESW-ISU was founded to:
  - 2.2.1 Partner technical and educational resources to develop sustainable technological solutions in communities where need has been locally identified.
  - 2.2.2 Promote awareness of technological challenges in underserved communities.
  - 2.2.3 Promote awareness of sustainable technology appropriate to the community in terms of culture, resources, and local demand.
  - 2.2.4 Form and sustain dynamic partnerships between students, academia, and professionals in service to ESW.

## **Article III - Mission Statement**

- 3.0 ESW-ISU aides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations.
- 3.1 ESW-ISU agrees to annually complete President's Training, Treasurer's Training and Advisor Training.

## **Article IV - Non-Discrimination Statement**

- 4.0 ESW-ISU does not discriminate on the basis of race, ethnicity, sex, pregnancy, color, religion, national origin, physical or mental disability, age, marital status, sexual orientation, gender identity, genetic information, or status as a U.S. Veteran.

## **Article V - Membership and Voting**

- 5.0 Membership shall be open to all registered students of Iowa State University as well as faculty and community members.
- 5.1 All paid members of ESW will have voting rights within this university chapter of ESW. Dues are defined in Article IX.
- 5.2 Any general vote may concern the constitution, budget, ESW-ISU general directions, elections and anything the executive officers deem necessary.
- 5.3 All general votes will be announced a minimum of one week in advance excluding elections discussed in Article VI.
- 5.4 In the event of a tie, the Executive Board will put forth a vote.

## **Article VI: Risk Management**

- 6.0 The vice president will serve as the risk management officer and will complete the following duties:
  - 6.0.1 Help minimize potential risks for club activities.
  - 6.0.2 Recommend risk management policies or procedures to ESW-ISU.
  - 6.0.3 Submit documentation to ISU's Risk Management Office.
  - 6.0.4 Ensure that Iowa State University policies are followed at all of the organization's events.
  - 6.0.5 Ensure that proper waivers and background checks are on file with Risk Management for events.

## **Article VII - Executive Officers**

- 7.0 The officers of this ESW-ISU must meet the following requirements:
  - 7.0.1 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.
  - 7.0.2 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.
  - 7.0.3 Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).
- 7.1 The Executive Board shall consist of the President, Vice President and Treasurer.
- 7.2 To be eligible for an executive position, one must be a paid member in good standing of ESW and be available for the full term of service.
  - 6.3.1 Students in co-op and internship programs will be eligible if they run concurrently with a candidate that will be present for the full term of service.
- 7.3 A term of office for an executive will consist of a 14-month term beginning in March and ending in May of the following year. This term provides a 2-month transitional period for the orientation of new officers before the academic year.
- 7.4 Duties and responsibilities of the Executive Board:
  - 7.4.1 Designate chairs and committee members as needed.
  - 7.4.2 Direct activities and events of ESW-ISU and its events as defined in Articles III and IV.
  - 7.4.3 Approve any single expenditure incurred in the current term greater than two hundred and fifty dollars; approve a project and overall budget each semester.
  - 7.4.4 Perform duties that enable ESW-ISU to achieve goals of the mission statement.
- 7.5 **President**  
The President will represent ESW-ISU to members of ESW, Iowa State University, ESW headquarters, and those external to ESW. Duties Include:

- 7.5.1 Assume the duties of any vacant executive position until filled, with the exception of Treasurer - a person other than the President must always hold the position.
- 7.5.2 Act as a chair for all general and executive meetings.
- 7.5.3 Act as one of the three signing authorities for ESW-ISU.
- 7.5.4 Reserve space for events and settle any remuneration required.
- 7.5.5 Maintain a list of advisors.
- 7.5.6 Perform duties that enable ESW-ISU to achieve the goals of the mission statement.
- 7.5.7 Create an executive summary for ESW-National.
- 7.5.8 Coordinate the progress of all ESW-ISU projects.

## **7.6 Vice President and Risk Management Officer**

The Vice President shall be of assistance for ESW-ISU events and responsible for ensuring that ESW-ISU follows Risk Management policies and procedures. Duties include:

- 7.6.1 Assume the responsibility of the President in their absence.
- 7.6.2 Communicate with ESW-National monthly through chapter-leader calls.
- 7.6.3 Have the goal of becoming President.
- 7.6.4 Perform duties that enable ESW-ISU to achieve the goals of the mission statement.

## **7.7 Treasurer**

The Treasurer shall be responsible for the handling of all funds associated with ESW. The Treasurer shall be responsible for the solicitation of funds to support the mission of ESW. Duties include:

- 7.7.1 Prepare a proposed budget for approval as well as a presentation for ESC each semester.
- 7.7.2 Prepare financial statements once a semester, and send one to ESW headquarters at the end of the year.
- 7.7.3 Act as one of the signing authorities for ESW-ISU.
- 7.7.4 Track income and expenditures for ESW-ISU.
- 7.7.5 Coordinate the campus organization account.
- 7.7.6 Ensure that financial regulations of Iowa State University's student organizations are followed.
- 7.7.7 Coordinate with ESW headquarters to seek funding from national and international organizations.
- 7.7.8 Organize any fundraising events needed if more money is needed to run events than ESW-ISU has in its possession.
- 7.7.9 Perform duties that enable ESW-ISU to achieve the goals of the mission statement.

## **7.8 Secretary**

The Secretary shall be responsible for the dissemination of information regarding the goings-on of ESW-ISU and keeping all members informed of events and updates. Duties include:

- 7.8.1 Organize and coordinate the issuance of memberships and maintain the membership list.
- 7.8.2 Record, distribute and archive the minutes of all executive and general meetings.
- 7.8.3 Establish and maintain legacy documents online to use in the organization's transition.
- 7.8.4 Monitor the list-serve and the official email account, and maintain the email list. The password is "esw".
- 7.8.5 Perform duties that enable ESW-ISU to achieve the goals of the mission statement.

## **7.9 Director of Projects**

The Director of Projects will be responsible for investigating future project opportunities for ESW-ISU and disseminating information regarding ESW-ISU's current projects on campus and to ESW-National. Duties include:

- 7.9.1 Work with advisors, university staff and community members to identify future project for ESW-ISU.
- 7.9.2 Propose future projects first to the Executive Board, and then after approval by the Executive Board, propose future projects to all ESW-ISU members.
- 7.9.3 Create proposals for internal and external funding.

#### **7.10 Project Lead**

The Project Lead will be responsible for ensuring the progress of one ESW-ISU project. Duties include:

- 7.10.1 Complete an estimated timeline of project progress during the first week of each semester.
- 7.10.2 Maintain accurate documentation of work completed on the project.
- 7.10.3 Selected by the Executive Board. In the event of a tie during the selection, a general vote by all ESW-ISU members will be held.
- 7.10.4 Coordinate with appropriate university staff to ensure engineering standards are met.
- 7.10.5 Report to the President on a monthly basis and to the Executive Board as determined by the President.

#### **7.11 Marketing Chair**

The Marketing Chair is responsible for educating the public and outside groups of ESW's core mission and values. Duties include:

- 7.11.1 Responsible for advertising at Iowa State in order to boost ESW membership. Including but not limited to, general meeting flyers, display boards and other membership activities.
- 7.11.2 Represent ESW-ISU at ESC meetings.
- 7.11.3 Alert the President if unable to attend an ESC meeting.

#### **7.12 Outreach Chair**

The Outreach Chair is responsible for providing educational activities for the public and outside groups of ESW-ISU. Duties include:

- 7.12.1 Make presentations and distribute educational content as needed to promote ESW-ISU.
- 7.12.2 Maintain educational and interactive activities for ESW-ISU to use at events appropriate for all age groups.
- 7.12.3 Promote ESW-ISU to the community of Ames.

#### **7.13 Social Chair**

The Social Chair shall be responsible for providing events focused on ESW-ISU members. Duties include:

- 7.13.1 Organize event participants who are external to ESW-ISU (e.g. guest speakers)
- 7.13.2 Organize educational activities for ESW-ISU members (e.g. tours of facilities)
- 7.13.3 Create activities for ESW-ISU members at general meetings such as icebreakers and competitions.

#### **7.14 Webmaster**

The Webmaster shall be responsible for developing content (web, PowerPoint, brochures, etc.) that delivers specific chapter-related information to the public. Duties include:

- 7.14.1 Maintain the website with accurate project and contact information.

- 7.14.2 Update the calendar.
- 7.14.3 Represent ESW-ISU on social media.

### **Article VIII: Advisors**

- 8.0 The advisor shall maintain communication with the executive officers regularly and provide input to the Executive Board on the actions and direction of the club. Duties include:
  - 8.0.1 Review and approve financial expenditures.
  - 8.0.2 Ensure that the organization is operating in conformity with rules and regulations set by Iowa State University and the Student Activities Center.
- 8.1 The term of office for an advisor will be indefinite following their election, until they express the need or desire to be removed from the advisor position. An advisor will be elected by a simple majority of the general membership.
- 8.2 Removal of Officers or Advisor- Officers and Advisors may be removed by a simple majority vote of the cabinet or a 2/3 majority vote of the general membership if they are not meeting expectations set forth in this constitution or have committed actions deemed inappropriate by the cabinet or the general membership. The officer shall be permitted to speak before the voting body before the vote but is not allowed to participate in discussions regarding the changes.
- 8.3 Replacement of Officers or Advisor- If an Officer or Advisor is removed, the replacement procedure is the same as the election procedure discussed in section 9.1. It shall take place at the first general meeting following the removal of the officer or advisor.

### **Article IX - Finances**

- 9.0 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.
- 9.1 The Treasurer shall prepare a budget for approval by the Executive Board prior to approval by the members such that:
  - 9.1.1 A first draft of the budget must be approved within the first month of both the Fall and Spring terms.
  - 9.1.2 All modifications must be made by the third week of the semester at which time the budget will be voted on by the Executive Board.
- 9.2 A final financial statement shall be presented to ESW headquarters and the Executive Board at the end of each semester.
- 9.3 There is a \$10 National Membership Fee associated with being a student member of ESW-ISU.

## **Article X - Amendments and Ratification**

- 10.1 Any changes to the constitution must be voted on and approved by the general membership by a simple majority.
- 10.2 An amended constitution must be submitted to the Student Activities Center within 10 days for approval.

## **Article XI - Meetings**

- 11.0 General meetings will take place at least once during the semester, beginning in September and January.
- 11.1 The Executive Board shall meet once a month or at the discretion of the President.

## **Article XII - Elections**

- 12.0 Elections shall occur during the second to last general meeting of each term of office.
- 12.1 Officers shall be elected by nomination and a majority vote, where nominees leave the room during the vote. Members shall vote once for each position.
- 12.2 All ESW members will be notified three weeks in advance that the nominations for all executive positions are open.
- 12.3 A nominee may run for more than one position but may accept only one position with the exclusion of project lead. Project lead may be held in conjunction with another cabinet position.
- 12.4 Any issues concerning order and administration of elections shall be decided by the President.

## **Article XIII - Signing Officers**

- 13.0 The Primary Faculty Adviser, President, and Treasurer of ESW-ISU will have joint signing authority over ESW-ISU.
- 13.1 Signing of any binding agreement or statement must be arrived at with consultation of all members of the Executive Board.
- 13.2 In the event of a conflict amongst the Executive Board, a decision will be reached by a vote of the full executive, and then the general assembly in the event of a tie.