

Constitution of Engineers for a Sustainable World

1. Article I – NAME

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

2. Article II - PURPOSE

- 2.1. The mission of ESW-ISU is to engage and empower students to tackle sustainability challenges through education, hands-on projects and collaboration. ESW-ISU has a vision of a world where engineers forge environmental, social and economic sustainability both locally and globally to improve the quality of life for all, and to improve the condition of our planet.
- 2.2. 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.
- 2.3. ESW-ISU was founded to:
 - 2.3.1. Partner technical and educational resources to develop sustainable technological solutions in communities where need has been locally identified.
 - 2.3.2. Promote awareness of technological challenges in underserved communities.
 - 2.3.3. Promote awareness of sustainable technology appropriate to the community in terms of culture, resources, and local demand.
 - 2.3.4. Form and sustain dynamic partnerships between students, academia, and professionals in service to ESW.

3. Article III - STATEMENT OF COMPLIANCE

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

4. Article IV - NON-DISCRIMINATION STATEMENT

- 4.1. Iowa State University and ESW-ISU 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.

5. Article V – MEMBERSHIP AND VOTING

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

6. Article VII – OFFICERS

6.1. The officers of this ESW-ISU must meet the following requirements:

- 6.1.1. (a) 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.
- 6.1.2. (b) 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.
- 6.1.3. (c) Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).

6.2. The Executive Board shall consist of the President, Vice President and Treasurer, or the Co-Presidents and Treasurer.

- 6.2.1. 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.
- 6.2.2. A term of office for an executive will consist of a 14-month term beginning in May and ending in July of the following year. This term provides a 2-month transitional period for the orientation of new officers before the academic year.

6.3. Duties and responsibilities of the Executive Board:

- 6.3.1. Designate chairs and committee members as needed.
- 6.3.2. Direct activities and events of ESW-ISU and its events as defined in Articles III and IV.
- 6.3.3. Approve any single expenditure incurred in the current term greater than two hundred and fifty dollars; approve a project and overall budget each semester.
- 6.3.4. Perform duties that enable ESW-ISU to achieve goals of the mission statement.

6.4. President and Co-President

The President(s) will represent ESW-ISU to members of ESW, Iowa State University, ESW headquarters, and those external to ESW. Duties Include:

- 6.4.1. 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.
- 6.4.2. Act as a chair for all general and executive meetings.
- 6.4.3. Act as one of the three signing authorities for ESW-ISU.
- 6.4.4. Reserve space for events and settle any remuneration required.
- 6.4.5. Maintain a list of advisors.
- 6.4.6. Perform duties that enable ESW-ISU to achieve the goals of the mission statement.
- 6.4.7. Create an executive summary for ESW-National.
- 6.4.8. Coordinate the progress of all ESW-ISU projects.
- 6.4.9. Attend Engineering Student Council (ESC) meetings once a month and keep ESC updated on organization activities (may appoint a delegate as needed)
- 6.4.10. Organize event participants who are external to ESW-ISU (e.g. guest speakers)
- 6.4.11. Organize educational activities for ESW-ISU members (e.g. tours of facilities)
- 6.4.12. Create activities for ESW-ISU members at general meetings such as icebreakers and competitions.

6.5. Vice President

The Vice President shall be of assistance for ESW-ISU events. Duties include:

- 6.5.1. Assume the responsibility of the President in their absence.
- 6.5.2. Communicate with ESW-National monthly through chapter-leader calls.
- 6.5.3. Perform duties that enable ESW-ISU to achieve the goals of the mission statement.

6.6. Treasurer

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

- 6.6.1. Prepare a proposed budget for approval as well as a presentation for ESC each semester.
- 6.6.2. Prepare financial statements once a semester and send one to ESW headquarters at the end of the year.
- 6.6.3. Act as one of the signing authorities for ESW-ISU.
- 6.6.4. Track income and expenditures for ESW-ISU.
- 6.6.5. Coordinate the campus organization account.
- 6.6.6. Ensure that financial regulations of Iowa State University's student organizations are followed.
- 6.6.7. Coordinate with ESW headquarters to seek funding from national and international organizations.
- 6.6.8. Place food orders for general meetings
- 6.6.9. Perform duties that enable ESW-ISU to achieve the goals of the mission statement.

6.7. 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:

- 6.7.1. Organize and coordinate the issuance of memberships and maintain the membership list.
- 6.7.2. Record, distribute and archive the minutes of all executive and general meetings.
- 6.7.3. Establish and maintain legacy documents online to use in the organization's transition.
- 6.7.4. Maintain the list-serve and maintain the email list. The list-serve is "esw.isu"
- 6.7.5. Perform duties that enable ESW-ISU to achieve the goals of the mission statement.

6.8. Risk Manager

The risk manager shall be responsible for managing and minimizing potential risks associated with ESW-ISU activities. Duties include:

- 6.8.1. Help minimize potential risks for club activities.
- 6.8.2. Recommend risk management policies or procedures to ESW-ISU.
- 6.8.3. Submit documentation to ISU's Risk Management Office.
- 6.8.4. Ensure that Iowa State University policies are followed at all of the organization's events.
- 6.8.5. Ensure that proper waivers and background checks are on file with Risk Management for events.
- 6.8.6. Attend all Advance Machining and Systems Laboratory (AMSL) Safety Meetings
- 6.8.7. Coordinate with Project leads to minimize risk for project team activities
- 6.8.8. Perform duties that enable ESW-ISU to achieve the goals of the mission statement.

6.9. Project Lead

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

- 6.9.1. Propose initial project ideas first to the Executive Board, and then after approval by the Executive Board, propose future project to all ESW-ISU members.
- 6.9.2. Create proposals for internal and external funding.
- 6.9.3. Complete an estimated timeline of project progress during the first week of each semester.
- 6.9.4. Maintain accurate documentation of work completed on the project.
- 6.9.5. Coordinate with appropriate university staff to ensure engineering standards are met.
- 6.9.6. Report to the President on a monthly basis and to the Executive Board as determined by the President.
- 6.9.7. Perform duties that enable ESW-ISU to achieve the goals of the mission statement.

6.10. Fundraising Chair

The Fundraising Chair(s) will be responsible for securing funding for ESW-ISU activities and coordinating funding opportunities with Project Leads. Duties Include:

- 6.10.1. Coordinate with ESW headquarters to seek funding from national and international organizations.
- 6.10.2. Organize any fundraising events needed if more money is needed to run events than ESW-ISU has in its possession.
- 6.10.3. Organize fundraising events and assist in grant applications if more money is needed to support project teams than ESW-ISU has in its possession.
- 6.10.4. Perform duties that enable ESW-ISU to achieve the goals of the mission statement.

6.11. Social Chair

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

- 6.11.1. Assist in organizing event participants who are external to ESW-ISU (e.g. guest speakers)
- 6.11.2. Assist in organizing educational activities for ESW-ISU members (e.g. tours of facilities)
- 6.11.3. Assist in creating activities for ESW-ISU members at general meetings such as icebreakers and competitions.
- 6.11.4. Represent ESW-ISU on social media

6.12. Elections

- 6.12.1. Elections shall occur during the second general meeting in the month of April of each term of office.
- 6.12.2. 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.
- 6.12.3. All ESW members will be notified three weeks in advance that the nominations for all executive positions are open.
- 6.12.4. 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.
- 6.12.5. Any issues concerning order and administration of elections shall be decided by the President(s).

6.13. Term of Service

- 6.13.1. The term of office for an officer will be a 14-month term beginning in May and ending in July of the following year. This term provides a 2-month transitional period for the orientation of new officers before the academic year.
- 6.13.2. An officer who participates in a study abroad, a student exchange or work program is not entitled to the previously held board position when they return to Iowa State
- 6.13.3. If the elected officer has to leave for any reason an election will be held for the replacement executive board officer. The same election procedure will be used during re-election. The replacement officer shall serve for the remainder of the original term of office.

6.14. Impeachment/Removal

- 6.14.1. Officers may be removed from office by Advisor(s), unanimous executive board, or simple majority of general membership if actions are deemed inappropriate by the membership
- 6.14.2. The individual is permitted to speak before the Executive Board Officers and the general membership about the charges made concerning their performance.
- 6.14.3. The individual is not permitted to participate in the deliberation of the Executive Board Officers regarding the charges.
- 6.14.4. The individual will be asked to leave their position for any of the following offenses:
 - a. Failure to meet requirements of specific position.
 - b. Failure to represent ESW-ISU in a professional manner.
 - c. Unexcused absence from 2 or more executive team meetings and general meetings

6.15. Replacement of an Officer

- 6.15.1. If an officer is removed the replacement procedure is the same as the general election procedure described in Article VI section 12
- 6.15.2. Election of new officers shall take place at the first meeting following the removal of the previous officer

7. Article VII - ADVISOR

- 7.1. 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:
 - 7.1.1. Review and approve financial expenditures.
 - 7.1.2. Ensure that the organization is operating in conformity with rules and regulations set by Iowa State University and the Student Engagement.
- 7.2. 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.

- 7.3. Removal of Advisor- Advisors may be removed by a simple majority vote of the executive 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 executive 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.
- 7.4. Replacement of Officers or Advisor- If an Advisor is removed, the replacement procedure is the same as the election procedure discussed in Article VI section 12. It shall take place at the first general meeting following the removal of the advisor.

8. Article VIII - FINANCES

- 8.1. 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. No dues for the ESW-ISU organization will exist.
- 8.2. The Treasurer shall prepare a budget for approval by the Executive Board prior to approval by the members such that:
- 8.2.1. A first draft of the budget must be approved within the first month of both the Fall and Spring terms.
- 8.2.2. 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.
- 8.3. A final financial statement shall be presented to ESW headquarters and the Executive Board at the end of each semester
- 8.4. There is a \$10 National Membership Fee associated with being a student member of ESW-National

9. Article IX - AMENDMENTS & RATIFICATION

- 9.1. Any changes to the constitution must be voted on and approved by the general membership by a simple majority.
- 9.2. An amended constitution must be submitted to the Student Engagement within 10 days for approval.
- 9.3. In the event a constitution is rejected because it does not meet Iowa State University policy and/or constitution requirements, the following may occur.
- 9.3.1. 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 full organizational meeting.

10. Article X - BYLAWS

- 10.1. Meetings
- 10.1.1. General Meetings will take place every other week throughout the semester, beginning in September and January
- 10.1.2. The executive board shall meet every other week, or at the discretion of the President(s)
- 10.1.3. ESW-ISU shall not meet during prep week or finals week of any semester
- 10.1.4. The ESW-ISU president presides over the general meetings and the executive board meetings.

10.1.5. If the ESW-ISU president is unable to preside at a meeting the first able member on the list of succession will preside