

## **Constitution of LEAD Student Alliance**

### **Article I – Name**

The name of this organization shall be LEAD Student Alliance at Iowa State University.

### **Article II – Purpose**

The purpose of LEAD Student Alliance is to foster intercultural connections, collaborations, and community among Engineering (and related STEM) organizations and learning communities representing a variety of backgrounds and disciplines through curricular and co-curricular academic, leadership, professional and social development experiences with peers, faculty, staff, and alumni. The goals of this organization are to connect Engineering (and related STEM) organizations and learning communities, foster collaboration among organizations, expand knowledge of the engineering discipline, support academic excellence, develop leadership skills, build professional networks, and foster a sense of belonging and community to increase the retention and graduation of underrepresented scholars in STEM. To achieve these goals, LEAD Student Alliance will engage in monthly meetings to discuss, coordinate, plan and facilitate individual and collaborative curricular and co-curricular programs in coordination with learning communities that include: mentorship opportunities, academic success workshops, leadership development seminars, networking opportunities, industry engagement, community building and service experiences. LEAD Student Alliance will include representatives from student organizations that include, but are not limited to: NSBE, SASE, SHPE, SWE, ESC, QT Engineers, LEAD LC.

### **Article III – Statement of Compliance**

LEAD Student Alliance abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. LEAD Student Alliance agrees to annually complete President's and Treasurer's Training.

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

Iowa State University and LEAD Student Alliance 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 V – Membership**

#### **Section 1: Requirements**

Membership shall be open to all registered students in good standing at Iowa State University. At minimum membership should be made up of representatives from Engineering (and related STEM) organizations and learning communities that include but is not limited to: NSBE, SASE, SHPE, SWE, ESC, QT Engineers, LEAD LC.

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**Section 2: Removal**

- a. Reasons for removal may include, but are not limited to, use of derogatory language, bullying, harassment, theft, repeated disruptions during meetings, or any other action deemed unacceptable by the current Student Disciplinary Regulations (Code of Conduct).
- b. The removal process may be initiated by any member of the organization.
  - A formal call for removal must first be brought to the officers of the organization. A member may call for removal of another member by emailing the President of the organization and requesting to discuss their concerns at the nearest officer meeting.
  - Officers must have a majority vote of approval to move the removal process to a general membership vote. Officers will vote by show of hands.
- c. Membership may be revoked by a majority vote of club membership present at the voting meeting.
- d. Voting will be conducted by secret ballot at a general meeting.
  - The voting method will be an anonymous virtual form or secret paper ballot (method decided by organization officers).
- e. The member in question must be provided a summary of the reasons for removal at least one week in advance of the general membership vote.
- f. The vote will be announced at least one week prior to the meeting with a summary of the reasons for removal.
- g. The member will be allowed to speak to the membership for a maximum of 5 minutes before voting occurs. The member in question will be asked to leave the meeting while deliberation and voting commences. The member in question will be informed of the results and be allowed access to the ballots if requested.
- h. The member in question may attempt to appeal the results of the vote by contacting the Advisor of the organization and submitting a written statement. The advisor must respond with their decision within 10 days. No secondary appeals will be permitted.
- i. Member in question may request reinstatement 365 days after removal.
  - Member must submit a written request for reinstatement to officers.
  - Officers must reach a unanimous vote through a show of hands to reinstate member.

**Article VI – Officers**

**Section 1: Officer Positions and Duties**

**Required:**

- a. President
  - Organize and facilitate officer meetings and general meetings
  - Oversee the activities of the officers and general membership
  - Maintain weekly contact with the Advisor regarding organization activities and concerns
  - Represents organization in Engineering Student Council
  - Serve as the Risk Management Officer to (a) help minimize potential risks for club activities, (b) recommend risk management policies or procedures, (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

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- Maintains meeting notes
  - Prepares and files any required reports
  - Complete all trainings as required by Iowa State University policy
- b. Vice-President
- Assumes the duties of the President in their absence
  - Oversees planning of curricular and co-curricular collaborative student organization programs and activities in coordination with learning communities
  - Directs constitutional updating and revisions
  - Facilitates election of officers
  - Serves as an ex-officio member of standing committees
  - Oversees the impeachment and removal process for members, officers, and advisor
- c. Treasurer
- Manage the club's finances in collaboration with the President
  - Hold the club's purchasing card (p-card) and assigns additional p-card(s) to other designated club members
  - Work with Advisor to approve each expenditure before payment
  - Complete all trainings as required by Iowa State University policy

**Preferred (created as interest in programming grows):**

- d. Secretary
- Prepares organization's calendar of events
  - Keeps members of the organization informed about activities, university events, and important dates
  - Keeps and distributes minutes of each meeting of the organization
  - Maintains attendance at all meetings
  - Maintains record of membership in the student organization database
  - Maintains organization's records, storage, and office
  - Handles all official correspondence of the organization in collaboration with the Advisor and President
- e. Academic Initiatives Director
- Oversee the planning and implementation of curricular and co-curricular academic success opportunities in coordination with learning communities
  - Coordinate monthly academic success workshops and programs in collaboration with engineering (and related STEM) student organizations and the college study tables initiative
  - Work with the treasurer to remain within budget for all events
  - Assist in reservation of rooms/spaces for events
  - Assist in ordering food and supplies for events
  - Facilitate event authorization process and ensure that all necessary paperwork is completed and submitted to the university
- f. Leadership Initiatives Director
- Oversee the planning and implementation of curricular and co-curricular leadership develop opportunities in coordination with learning communities
  - Coordinate monthly leadership development events in collaboration with engineering (and related STEM) student organizations
  - Work with the treasurer to remain within budget for all events

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- Assist in reservation of rooms/spaces for events
- Assist in ordering food and supplies for events
- Facilitate event authorization process and ensure that all necessary paperwork is completed and submitted to the university
- g. Industry Initiatives Director
  - Oversee the development of relationships with industry partners and alumni
  - Coordinate monthly curricular and co-curricular mentorship and engagement opportunities with alumni and industry partners in collaboration with engineering (and related STEM) student organizations in coordination with learning communities
  - Work with the treasurer to remain within budget for all events
  - Assist in reservation of rooms/spaces for events
  - Assist in ordering food and supplies for events
  - Facilitate event authorization process and ensure that all necessary paperwork is completed and submitted to the university
- h. Community Engagement Initiatives Director
  - Oversee the planning and implementation of community building and service events
  - Coordinate monthly community building and service events in collaboration with engineering (and related STEM) student organizations in coordination with learning communities
  - Work with the treasurer to remain within budget for all events
  - Assist in reservation of rooms/spaces for events
  - Assist in ordering food and supplies for events
  - Facilitate event authorization process and ensure that all necessary paperwork is completed and submitted to the university

**Optional (created as interest to serve in leadership roles arise):**

- i. Academic Initiatives, Leadership Initiatives, Industry Initiatives, Community Engagement Initiatives Committees
  - Work in collaboration with the Director of each of the respective areas to determine necessary roles to meet the organizations goals

**Section 2: Elections**

- a. Elections will occur annually during the month of April.
- b. Members interested in running for an officer position will complete a nomination form and submit the form to the current President at least one week prior to the general membership vote.
- c. Voting will occur at a general meeting. The date of the meeting will be announced at least one month in advance through an email to all members.
- d. At the voting meeting, each candidate will have 2 minutes to speak in front of general membership.
- e. Voting will occur by secret ballot on an anonymous virtual form or secret paper ballot. Candidates will be elected by a majority vote of members present at the meeting.
  - In the case of a tie, an immediate run-off election will be held between the tied candidates. Voting will occur by secret ballot in which members will write the name of their chosen candidate on a piece of paper and submit it to the outgoing President.

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- In the case that no candidate receives a majority vote, an immediate run-off election will be held between the two highest voted candidates. Voting will occur by secret ballot in which members will write the name of their chosen candidate on a piece of paper and submit it to the outgoing President.
- f. The term of office for all officer positions shall be one year, beginning June 1<sup>st</sup> and ending May 31<sup>st</sup> of the following year.

*Section 3: Impeachment/Removal*

- a. Officers can be removed from their position by a vote of club membership.
- b. Grounds for removal include, but are not limited to, failure to uphold the responsibilities of the position, use of derogatory language, bullying, harassment, theft, repeated disruptions during meetings, or any other action deemed unacceptable by the current Student Disciplinary Regulations (Code of Conduct).
- c. Any club member may initiate the impeachment process by bringing a written request for removal and reasons for removal to the highest-ranking officer not in question for removal.
  - The officers will hold a special meeting with the Advisor to deliberate.
  - The officers (excluding the officer in question) and Advisor must have a majority vote of approval of all officers to move the impeachment process to a general membership vote. The officer in question may not be present for the officer vote. Officers will vote by a show of hands.
- d. Officers can be removed from their position by a majority vote of club membership present at the voting meeting.
  - Voting will be conducted by secret ballot at a general meeting.
  - The vote will be announced at least one week prior to the meeting.
  - The voting method will be an anonymous virtual form or secret paper ballot (method decided by officers).
- e. The officer in question must be provided a summary of the reasons for removal at least one week in advance of the vote.
- f. The officer in question will be allowed to speak to membership for a maximum of 5 minutes before voting occurs. The officer in question will be asked to leave the meeting while deliberation and voting commences. The officer in question will be informed of the results and be allowed access to the ballots if requested.
- g. The officer in question may attempt to appeal the results of the vote by contacting the Advisor of the organization and submitting a written statement. The advisor must respond with their decision within 10 days. No secondary appeals will be permitted.

*Section 4: Officer Replacement*

- a. In the case of an officer vacancy, a special election must occur within one week of the position being vacated. The preferred replacement candidate should be a representative from the same organization of the replaced officer.
- b. Special elections must follow the same format as annual elections, outlined in Article VI Section 2.
- c. If no candidates come forward for the position, the officers may appoint a general member to the position with the member's approval. The preferred replacement candidate should be a representative from the same organization of the replaced officer.

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*Section 5: 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. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration
- c. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b)

**Article VII – Advisor**

*Section 1: 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.

*Section 2: Method of Selection*

- a. Advisor candidates shall be verbally nominated by officers at a pre-determined officer meeting.
- b. A candidate may be elected through a majority vote of officers.
  - Officers will vote through a show of hands.
  - All officers must be present for a vote to occur.
- c. Once a candidate is selected, the President will contact the Advisor candidate to offer the position.
- d. If the Advisor candidate declines, the officers of the organization will repeat steps (a)-(c).

*Section 3: Terms of Service*

The Advisor of the organization shall serve at their leisure from year to year.

*Section 4: Impeachment/Removal*

- a. The Advisor can be removed from their position by a unanimous vote of club officers at an officer meeting.
  - Grounds for removal include, but are not limited to, failure to uphold the responsibilities of the position, use of derogatory language, bullying, harassment, theft, repeated disruptions during meetings, or any other action deemed unacceptable by current Disciplinary Regulations.
- b. The Advisor must be notified and given reason for removal at least one week prior to voting.

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- c. The Advisor will be given the opportunity to speak in front of the club officers before a final decision is made. The Advisor may speak for 5 minutes, then they must leave the room while voting and deliberation occurs.
- d. The Advisor will be notified of the decision via email.

**Section 5: Replacement**

In the event an Advisor must be replaced, the method of selection shall be the same as described in Article VII Section 2.

**Article VIII – Finances**

- a. 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.
- b. Upon disbandment of LEAD Student Alliance, all funds and properties in excess of liabilities and expenses of dissolution will be distributed as determined by a majority of officers.
- c. Dues will be determined by a majority of officers at the beginning of each academic year. Dues will not exceed \$5.00 per semester.
  - a. Dues will be collected by the Treasurer within the first 3 weeks of each semester through the student organization marketplace.

**Article IX – Amendments and Ratification**

- a. The amendment process may be initiated by any club member.
  - Requests for amendment must be submitted in writing to the club officers
  - The officers must have a majority vote of approval to move the amendment to a general membership vote.
  - Officers will vote through a show of hands.
- b. The proposed amendment must be presented to general membership at least one week before the vote.
- c. Constitution may be amended by a majority vote of club membership present at the meeting.
  - Voting will take place at a club meeting.
  - Voting will be conducted by show of hands.
- d. Amendments to the organization's constitution must be submitted to Student Engagement within 10 days for approval.
- e. 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 full organizational meeting.