

Constitution
of the
International Society for Terrain-Vehicle Systems – Iowa State Student
Chapter

ARTICLE I – Name

The name of this organization shall be the **International Society for Terrain-Vehicle Systems – Iowa Student Chapter**, hereinafter referred to as **ISTVS-Iowa Student Chapter**.

ARTICLE II – Purpose

The purpose of ISTVS - Iowa Student Chapter is to:

1. Promote knowledge exchange in the field of off-road mobility, terramechanics, vehicle-soil interaction, and terrain analysis.
2. Provide opportunities for students to engage in academic, professional, and technical development related to terrain-vehicle systems.
3. Serve as a liaison between students and the International Society for Terrain-Vehicle Systems (ISTVS).
4. Encourage interdisciplinary collaboration among students in Agricultural Engineering, Mechanical Engineering, Civil Engineering, and related fields.
5. Organize lectures, field trips, seminars, and technical projects related to terrain-vehicle systems.

Article III – Statements of Compliance

1. ISTVS – Iowa Student Chapter abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations.
2. ISTVS – Iowa Student Chapter agrees to annually complete President’s Training, Treasurer’s Training and Adviser Training (if required).

ARTICLE IV - Non-Discrimination Statement

1. Iowa State University and ISTVS – Iowa Student Chapter do not discriminate on the 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

1. Membership is open to all registered Iowa State University students in good academic standing and any ISU faculty, staff, or alumni that have paid dues to ISTVS.
2. Voting members must be enrolled at Iowa State University, be in good academic standing and must have paid dues to ISTVS (required by the international society).
3. Non-student affiliates (faculty, staff, or alumni) may participate as non-voting members or advisors.
4. At least 80% of the membership must be students.

Article VI – Risk Management

1. The role of the risk management officer (President) is to
 - a. help minimize potential risks for club activities,
 - b. recommend risk management policies or procedures to ISTVS – Iowa Student Chapter,
 - c. to submit documentation to ISU's Risk Management Office and
 - d. to ensure that Iowa State University policies are followed at all the organization's events and
 - e. to ensure that proper waivers and background checks are on file with Risk Management for events (if applicable).

ARTICLE VII – Officers

Section 1 – Executive Positions

The officers of the ISTVS – Iowa Student Chapter will be President, Vice President, Treasurer, Secretary, and Outreach Coordinator, Public Relations Chair

Section 2 – Duties

- **The President shall:**
- Serve as the leader of the Student Chapter and provide overall leadership.
- Delegate duties and responsibilities to Executive Board members as necessary.
- Define and outline responsibilities for all Executive Board positions.
- Preside over and maintain order at all meetings of the Chapter and Executive Board.
- Plan and research the needs and priorities of the Chapter and its members.

- Exercise the right to cast the deciding vote in the event of a tie.
- Ensure knowledge of the Chapter's constitution, procedures, and purpose.
- Distribute copies of the constitution to all Executive Board members at the start of each term.
- Call at least one general Chapter meeting per month during each academic semester.
- Maintain active contact with the Office of Student Engagement, the Chapter Advisor(s), and the ISTVS professional body.
- Represent the Chapter at institutional and professional events, including ISTVS-related conferences and external collaborations.

The Vice President shall:

- Assist the President in fulfilling executive responsibilities.
- Assume the duties of the President in their absence.
- Maintain communication and collaboration with relevant organizations within the ISU community.
- Monitor and oversee the work of Chapter committees.
- Ensure proper coordination between committees and the Executive Board.
- The Vice President shall represent the Chapter at institutional and professional events, conferences, and collaborations in the absence of the President or as delegated.

The Treasurer shall:

- Manage and oversee all financial transactions of the Chapter with the prior approval of the Chapter Advisor and the President.
- Maintain regular contact with the University's accountant and attend all required financial training workshops.
- Prepare and submit the Chapter's semesterly budget proposals in accordance with institutional guidelines.
- Submit financial reports to the President or Executive Board upon request.
- Present up-to-date financial reports at each Executive Board meeting.
- Lead fundraising initiatives, manage grants, and oversee sponsorships to support Chapter activities.
- Ensure accurate financial record-keeping for future Chapter administrations.

- The Treasurer shall represent the Chapter in financial and sponsorship-related matters at institutional and professional events as delegated by the President.

The Secretary shall:

- Provide clerical and administrative support to the Executive Board.
- Draft and distribute official correspondence, letters, and reports.
- Keep accurate logs of meeting dates, events, and key deadlines.
- Maintain and update a current list of active members and attendees of Chapter meetings.
- Circulate minutes of meetings to all members and attendees in a timely manner.
- Archive and preserve important Chapter records, documents, and proceedings for continuity.
- Serve as the primary internal communicator with the Public Relations Officer by sending updates, reminders, and announcements to members.
- Assist in documenting Chapter achievements, awards, and milestones for institutional and ISTVS reporting.
- Collaborate with the Public Relations Officer to provide official meeting summaries and announcements for public engagement.
- Manage and maintain the Chapter's digital filing system to ensure secure and accessible records.
- Coordinate and oversee administrative procedures for Chapter elections with the Vice President and Chapter Advisor, including nominations, ballots, and results.

The Outreach Coordinator shall:

- Oversee logistical arrangements for Chapter events, programs, and activities.
- Coordinate with the President, Vice President, and Advisor(s) on event planning and execution.
- Manage event timelines to ensure successful preparation and delivery.
- Handle venue reservations, equipment needs, permits, and related logistical support.
- Ensure the smooth organization of technical workshops, field trips, Chapter social activities, and general meetings.

- Maintain communication with vendors, guest speakers, and resource people to facilitate successful events.
- Collaborate with the Treasurer to align event budgets with financial guidelines.
- Support the preparation of administrative documents for Chapter events, including programs, participant lists, and certificates.
- Prepare post-event reports that summarize outcomes, challenges, and recommendations for future improvement.

The Public Relations Chair shall:

- Manage the chapter's public image, communications, and outreach strategies.
- Develop and maintain the chapter's presence on social media platforms, newsletters, and other communication channels.
- Document chapter events through photos, videos, and written reports for archival and promotional use.
- Promote chapter events and initiatives to students, faculty, and the wider community.
- Foster collaborations with external partners, alumni, and professional ISTVS networks.
- Work closely with the Outreach Chair to ensure publicity and engagement for chapter events.
- Oversee the design and distribution of promotional materials, including flyers, posters, and digital content.
- Ensure consistent branding and messaging that aligns with the mission and values of

Section 3 – Eligibility

The officers of this organization must meet the following requirements:

1. 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.
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 (1) and (2).

Section 4 – Election & Term

- Elections are held annually in April.
- Officers are elected by a majority vote of voting members.
- Term length: One academic year (May–May).
- Vacancies are filled through a special election.

Section 5 – Impeachment/Removal

Any member of the Executive Council, for conduct unbecoming of his/her position, may be removed by a two-thirds majority of the members of the ISTVS – Iowa Student Chapter present and voting at a regular meeting, but only after specific charges in the form of a petition signed by two-thirds of members has been filed with the Secretary. The offending officer must be given an opportunity to be heard in their own defense, either orally or in writing, prior to the vote. If the President is charged, the Vice President will preside.

- 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).
- 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 to vote.
 - Officers will vote by a show of hands.
- 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 officer in question must be provided with a summary of the reasons for removal at least one week in advance of the vote.
- 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.

- 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

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

ARTICLE VIII – Advisor

1. The advisors will be the official representatives between the ISTVS – Iowa Student Chapter and the Iowa State University Department of Agricultural and Biosystems Engineering. They will counsel officers, members, and committees of the ISTVS – Iowa Student Chapter. They will be members of the ISTVS in good standing and can serve this position at their leisure while they are at Iowa State University.
2. The Executive Council will appoint an advisor from a compiled list of candidates as needed. Faculty Advisors are not subject to the same dues as student members.
3. Advisors provide guidance, attend major meetings/events, and ensure compliance with university policies.
4. Advisors are selected by 2/3 vote of the general membership and serve this position at their leisure while they are at Iowa State University. The executive board will appoint an advisor from a compiled list of candidates as needed.
5. Advisor removal may be removed from their position by 2/3 vote of the general membership. The advisor is permitted to speak before the Executive Committee and general membership about the charges made concerning their performance.
6. The replacement of an advisor will follow Article VI, Paragraph 4.

ARTICLE IX – Meetings

1. Regular meetings shall be held at least once a month during the academic year.
2. Special meetings may be called by the President or at the request of 25% of the active membership.
3. A quorum for voting shall consist of 50% of the active membership.

ARTICLE X – Finances

1. The chapter may collect membership dues in addition to the ISTVS dues paid by each member, as determined annually by the executive board and approved by membership.
2. 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.
3. No funds may be distributed to members for personal gain.
4. Upon dissolution, remaining funds shall be donated to the International Society for Terrain-Vehicle Systems or another educational nonprofit, as approved by members and ISU.
5. ISTVS – Iowa Student Chapter will have the authority to buy, maintain, operate, and sell properties subject to the limitations prescribed by Iowa State University and ISTVS.

ARTICLE XI – Amendments and Ratification

1. The Constitution shall become effective upon a 2/3 majority vote of founding members and approval by Student Engagement
2. Amendments shall be proposed in writing and presented at a regular meeting or special meeting.
3. To be adopted, amendments must receive a 2/3 vote of the active voting membership at the next scheduled meeting.
4. All amendments must be approved by Student Engagement at Iowa State University.

Approved by vote on: 9/19/2025

Signed by Officers:

President: [Signature]

Vice President: [Signature]

Treasurer: [Signature]

Advisor: [Signature]