

Sigma Gamma Tau Constitution  
Iowa State University  
Updated July 2016

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## **ARTICLE I Name**

The name of this organization shall be the Iowa State University Chapter of Sigma Gamma Tau Aerospace Engineering Honor Society, hereafter referred to as “Sigma Gamma Tau.”

## **ARTICLE II Purpose and Goals**

Sigma Gamma Tau is a chapter of the Sigma Gamma Tau National Aerospace Engineering Honor Society. It is the aim of Sigma Gamma Tau to recognize and honor individuals in the field of Aerospace Engineering who are a credit to their profession by virtue, scholarship, integrity, and achievement. In addition, Sigma Gamma Tau seeks to broaden the education of its members in fields other than engineering and to create a spirit of loyalty and fellowship among its members. The Iowa State Chapter of Sigma Gamma Tau releases invitations at the beginning of each fall and spring academic semester to eligible candidates consisting of students, alumni, and professionals, who, by conscientious attention to their studies or professional duties, uphold this high standard for the betterment of their profession.

## **ARTICLE III Statement of Compliance**

Sigma Gamma Tau abides by and supports established Iowa State University policies, State and Federal laws, and local ordinances and regulations. Sigma Gamma Tau agrees to annually complete president’s training, treasurer’s training, and advisor training.

## **ARTICLE IV Non-discrimination Statement**

Iowa State University and Sigma Gamma Tau 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 U.S. Veteran status.

## **ARTICLE V Members**

### **Section 1: Eligibility Criteria**

Eligible individuals consist of the following:

- a) Students directly associated with the Aerospace Engineering department at Iowa State University who are degree candidates and meet membership criteria.
- b) Individuals in the Aerospace Engineering profession. To be considered eligible for membership, an individual must:
  1. Have made worthy contributions toward the advancement of the Aerospace Engineering profession.
  2. Be a teacher of Aerospace or related subject.
  3. Have made such a significant contribution to science that he or she is deemed worthy of membership to Sigma Gamma Tau.

## Section 2: Qualifications for Membership

Qualifications for membership consist of the following:

a) Undergraduate Students

1. The student must have accumulated at least 24 semester credits at Iowa State University and must have been a student for a minimum of two (2) semesters or three (3) quarters at the time of membership candidacy.
2. Students must be in the upper one-third of their senior class, one-fourth of their junior class, or one-fifth of their sophomore class. Individuals who have scholastic standing below that specified, but who are exceptionally qualified in other aspects, may be elected by the vote of at least three quarters of the active undergraduate members.
3. In addition to scholarship, candidates must show qualities of high moral character, an interest in aerospace, and an interest in Sigma Gamma Tau.
4. Students enrolled in night school may be considered eligible under the same requirements.
5. Candidates must have paid their membership dues and completed their initiation project.

b) Graduate Students

1. All Aerospace Engineering graduate students are eligible for membership by submitting an application to the Admissions Review Board, which will then approve or disapprove of an individual's application. Candidates must also have paid their membership dues and completed their initiation project.

c) Individuals Covered by Article V, Section 1b

1. These individuals shall submit an application to the Admissions Review Board. After approval of application, membership into Sigma Gamma Tau will be contingent upon payment of membership dues and completion of the initiation project. Individuals so accepted will not acquire membership in any specific chapter.

## ARTICLE VI Risk Management

The individual responsible for a Sigma Gamma Tau event will act as the Risk Management Officer for that event. He or she will be held responsible in ensure that the organization adheres to all Iowa State University rules and regulations. The role of the Risk Management Officer is to:

1. Help minimize potential risks for club activities.
2. Recommend risk management policies or procedures to Sigma Gamma Tau.
3. Submit documentation to Iowa State University's Risk Management Office.
4. Ensure that Iowa State University policies are adhered to at all of Sigma Gamma Tau's events.
5. Ensure that proper waivers and background checks are on file with Risk Management for events (if applicable).

## ARTICLE VII Officers

### Section 1: Elections

Sigma Gamma Tau shall elect officers for a one-year term at the end of each spring semester. Terms shall begin on the first day of the following fall semester. Voting shall be done by secret ballot, with the current president and vice president as counters. In case of the president or vice president running in the election, the remaining officers shall fill the counting positions. All elections must be completed at least four (4) weeks prior to the end of the spring semester. The election is by majority vote, in which the counters do not vote. In the case of a tie, the candidate(s) with the fewest votes will be removed from the running, and the votes are cast again.

### Section 2: Vacancies

In the event of vacancies within the Sigma Gamma Tau cabinet, elections will be held in a timely manner. Without the presence of extenuating circumstances, elections shall be held at the next meeting.

### Section 3: Officer Turnover

All officers shall provide an adequate turnover for incoming officers, including the hand-off of each position's informational binder and end-of-year report.

### Section 4: Officer Requirements

All officers of Sigma Gamma Tau shall meet the following requirements:

1. Have a minimum cumulative grade point average (GPA) of 3.00/4.00 and meet that minimum GPA in the semester prior to the election/appointment, the semester of election/appointment, and all semesters during the term of office.
2. Be in good standing with the Aerospace Engineering program and Iowa State University.
3. Be enrolled in at least 12 credit hours for the duration of the term of office.

An officer shall be ineligible to hold a position in Sigma Gamma Tau if he or she fails to maintain the above requirements.

### Section 5: Removal of an Officer or Advisor

Officers or advisors may be removed from office by a one-half vote of the remaining officers and three-fourths vote of the general membership present at the voting meeting if the actions are deemed inappropriate by the membership. The officer or advisor is permitted to speak before the executive committee and the general membership about the charges made concerning his or her performance. The officer or advisor is not permitted to participate in the deliberation of the executive committee regarding the charges.

### Section 6: Replacement of an Officer or Advisor

If an officer or advisor is removed, the replacement procedure shall follow the election procedure described in Article VII, Section 2.

### Section 7: Officer Responsibilities

The officers shall have the following responsibilities:

a) President

1. Preside over all meetings.

2. Be thoroughly familiar with the duties of the other officers, appointed committees, and individuals.
  3. See that all the requirements and suggestions of the convention are carried out or discussed and that the chapter complies with the standard methods in all ways.
  4. Ensure that the organization is conforming to the standards set forth by Iowa State University, the Student Activities Center, and national Sigma Gamma Tau regulations.
  5. Maintain communication with the organization's advisor.
  6. Represent the organization before the Aerospace Engineering department, the College of Engineering, and Iowa State University. He or she will initiate and answer all general correspondence for the chapter.
  7. Lead the recruitment and initiation efforts with the aid of the executive board.
  8. Arrange for collaboration with the Iowa State University Chapter of the American Institute of Aeronautics and Astronautics (AIAA) and other student organizations or departments as necessary.
  9. See that the necessary proposals, petitions, and other documents are submitted to the national secretary and treasurer in ample time.
- b) Vice President
1. Preside over meetings in the absence of the president.
  2. Write and keep up-to-date history of the chapter as well as actively direct all chapter publicity, either by writing or supervising publications.
  3. Aid the president in his or her responsibilities as needed and represent the organization before the Aerospace Engineering department, the College of Engineering, and Iowa State University.
  4. Write an annual newsletter to be distributed to the national headquarters and other interested chapters.
  5. Act as the director of the activities of the chapter in regards to national aims.
  6. Arrange fundraising opportunities for the organization as necessary and in conjunction with the treasurer.
- c) Treasurer
1. Complete the annual treasurer and purchasing card (P-card) training released by the Campus Organization Accounting Office.
  2. Keep a record of all money received, deposits made, bills paid, etc. and have books balanced so that a report can be given at each chapter meeting.
  3. Be responsible for holding the organization's P-card, making responsible purchase for the organization, and validating purchases on AccessPlus.
  4. Collect receipts issued and fees from new initiates upon or immediately after initiation.
  5. Order keys and certifications from the national headquarters for new initiates as well as replacements as needed by current members.

6. Record attendance at general meetings and keep the active chapter roll up-to-date.

d) Secretary

1. Be responsible for all permanent papers and records of the chapter.
2. Keep a separate record of all committees appointed and their members.
3. Record meeting minutes of all general meetings, executive meetings, officer elections, and all other events as deemed necessary.
4. Be responsible of correspondence with the general membership through the distribution of meeting minutes, meeting and event reminders, monthly newsletters, and other necessary communications.
5. Create the chapter newsletters, which will be published to members, the general public, and the head of the department.
6. Keep a record of difficulties encountered in operating the chapter and methods that may be devised or suggested to overcome these difficulties.
7. Act as the official chapter photographer.
8. Maintain and update the chapter website to include the following:
  - Organization and membership details
  - A calendar of all chapter meetings and events
  - General and executive meeting minutes and newsletters
  - Any completed, current, and upcoming projects
  - A comprehensive history of the chapter
  - Ease of navigation

e) Project Lead

1. Maintain regular communication with officers and members regarding current and upcoming projects.
2. Be responsible for the initiation of a project through gathering participants, presenting the scope of the project at general meetings, and obtaining the proper funding from the treasurer.
3. Maintain a record of attendance of all project participants as well as the progress of the project.
4. Ensure that each project is completed by its respective due date.
5. Act as the chapter's risk management officer (refer to Article VI).

f) Events Chair

1. Manage and organize all chapter events.
2. Collaborate with the other officers and general members regarding current and upcoming events.
3. Ensure all Aerospace Engineering department, College of Engineering, and Iowa State University rules and regulations are complied with when carrying out events.

## **ARTICLE VIII Advisor**

The advisor shall have the following responsibilities:

1. Maintain communication and meet with the officers regularly.
2. Maintain awareness of and approve financial expenditures.
3. Ensure that the organization is operating in conformity with the standards set forth by Iowa State University, the Student Activities Center, and national Sigma Gamma Tau regulations.

## **ARTICLE IX Finances**

### **Section 1: Responsible Person**

The treasurer is responsible for all Sigma Gamma Tau finances.

### **Section 2: Funding**

Funding for Sigma Gamma Tau shall primarily be through the collection of membership dues. Other sources of income may come from the Aerospace Engineering department, corporate sponsors, or any additional fundraising effort made by the members of the organization. Dues shall only be collected once prior to member initiation. They shall be determined or modified by the cabinet as they see fit and confirmed by a two-thirds vote of the general membership.

### **Section 3: Dues**

Dues shall not exceed \$75.

### **Section 4: Handling of Funds**

All funds belonging to Sigma Gamma Tau shall be deposited and disbursed through a bank account established for Sigma Gamma Tau at the Campus Organizations Accounting Office. All funds shall be deposited within 48 hours after collection. The advisor to the organization must approve and sign all expenditures before payment. In the event that Sigma Gamma Tau be dissolved or fall inactive for more than three (3) years, the finances of the organization shall be evenly distributed among the remaining Aerospace Engineering groups. The Aerospace Engineering groups shall include, but are not limited to, the Iowa State Chapter of AIAA, the Iowa State Space Society, and the Aerospace Graduate Student Organization. The Aerospace Engineering department chair shall decide financial disbursement.

### **Section 5: Budget and Balance**

The budget and current balance must be made available to all members of Sigma Gamma Tau upon request. The treasurer will provide all necessary information to keep members informed of financial changes.

## **ARTICLE X Amendments and Ratification**

### **Section 1: Limitations**

Amendments shall be limited to describe procedural changes and enhancements to by-laws where applicable.

## Section 2: Changes, Additions, and Removal

Amendments can be changed, added, or removed with a three-fourths ruling of present voters at the second meeting of discussion. Three-fourths of the officers must be present for amendment votes.

## Section 3: Ratification

This constitution may be ratified by a three-fourths vote of active members. Ballots will be cast in a similar manner to officer elections.

# ARTICLE XI Attendance Policy

## Section 1: Criteria Prior to Fall 2015

In order to graduate with Sigma Gamma Tau and receive a Sigma Gamma Tau key, members initiated prior to the fall 2015 semester shall fulfill the following criteria:

1. Pay the \$45 initiation fee.
2. Attend a total of at least five (5) general meetings prior to the fall 2015 semester.
3. Attend 75% of all general meetings every semester while in attendance at Iowa State University on or after the fall 2015 semester.
4. Attend at least one (1) community service event prior to graduation.
5. Attend at least one (1) social event prior to graduation.
6. Participate in at least one (1) project prior to graduation.

## Section 2: Criteria On or After Fall 2015

In order to graduate with Sigma Gamma Tau and receive a Sigma Gamma Tau key, members initiated on and after the 2015 fall semester shall fulfill the following criteria:

1. Pay the \$45 initiation fee.
2. Attend 75% of all general meetings every semester while in attendance at Iowa State University.
3. Successfully complete the initiation project.
4. Attend at least one (1) community service event for every two (2) semesters of membership.
5. Attend at least one (1) social event for every two (2) semesters of membership.
6. Participate in at least one (1) project for every two (2) semesters of membership.