Article I: Name
The name of this organization shall be Iowa State University SAE International (ISU SAE).

Article II: Purpose
Section I: Mission
Mission: To expand upon the ISU classroom education through participation, leadership, outreach, design, and fabrication in the Baja, Formula, and Supermileage SAE Collegiate Design Series competitions.

Article III: Statement of Compliance
SAE International abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. SAE International agrees to annually complete President’s Training and Treasurer’s training.

Article IV: Non-Discrimination Statement
Iowa State University SAE International does 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
Membership in ISU SAE shall be open to all registered students at Iowa State, as well as its faculty and staff. This ISU chapter is also open to non-ISU students that are student members of SAE International. A member of ISU SAE shall attend regular meetings and actively take part in the service projects as set aside by the organization. Dues shall be paid by every participating member.

Section 1: Termination
(a) Graduating members shall maintain membership until the end of the season in which they graduated.
(b) Individual membership can be revoked due to inappropriate conduct with ½ of the General Cabinet’s vote. The president does not vote unless a tie vote needs to be broken.
(c) Membership on the General Cabinet and advisers may be revoked by ½ vote of the other members on General Cabinet.
(d) Membership on the Executive Council may be revoked by a ½ vote of the General Cabinet and ¾ vote of the members at a general meeting.
(e) The Executive officer is permitted to speak before the General Cabinet and general membership about the charges made concerning his/her performance
(f) Members in question of termination due to inappropriate conduct have the right to attend and speak for up to 5 minutes at each meeting that a vote occurs
**Article VI: Risk Management**

The role of the risk management officer, known as the Safety Officer in SAE International, is to:

(a) Help minimize potential risks for club activities
(b) Recommend risk management policies and procedures to SAE International
(c) Submit documentation to Iowa State University’s Risk Management office
(d) Ensure that Iowa State University policies are followed at all the organization’s events

Refer to Article VII, Section 5 for additional duties and expectations of the Safety Officer.

**Article VII: Officers**

**Section 1: Titles**

(a) The Executive Council shall consist of the President, Vice President, and Treasurer.
(b) The General Cabinet shall include all members of the executive General Cabinet, members elected in section 5 of this article, all technical directors, and all project directors.

**Section 2: Eligibility**

Members are eligible to hold only 1 position on General Cabinet.

Executive Council Members must maintain the following:

(a) Maintain a minimum cumulative grade point average (GPA) of 2.00 for
   (i) The semester immediately prior to the election/appointment and
   (ii) The semester of election/appointment and
   (iii) Semesters during the term of office.

At least six hours (half-time credits) must have been taken for the semester under consideration.

(b) Be in good standing with the university and enrolled in credits pursuant to Table 1.1

<table>
<thead>
<tr>
<th>Student Status</th>
<th>Credit Enrollment Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td>6</td>
</tr>
<tr>
<td>Graduate</td>
<td>4</td>
</tr>
</tbody>
</table>

(c) This rule shall be waived if
   (i) Less than 6 credits are required to graduate for undergraduate students or
   (ii) Less than 4 credits are required in the final stages of graduate degrees

General Cabinet members must maintain active membership in ISU SAE International.

**Section 3: Elections**

Elections will take place by the last general meeting of the spring semester.

(a) Executive Council Members shall be elected by a majority of the general membership.
(b) General Cabinet members (other than executive council members, technical directors, and project directors) shall be elected by a majority of the General Cabinet from the previous year.
(c) If an officer is removed, the replacement procedure is the same as the election procedure except it will take place at the meeting following the removal.

**Section 4: Terms**
The start date of term of office of all General Cabinet positions will begin in May after the last general meeting, with the exception of treasurer, who will begin in the fall after completing the required treasurer training.

Section 5: Positions

1. President
   - Preside over General Cabinet and combined general meetings
   - Represent organization on campus
   - Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and Student Activities Center
   - Maintain communication with organization adviser, vice-president, and GSB liaison
   - Scheduling locations for meetings and events

2. Vice-President
   - Preside over cabinet and combined general meetings in the absence of the President
   - Assist President as needed
   - Communicate regularly with adviser and President
   - Take minutes at every General Cabinet meeting

3. Treasurer/GSB Liaison
   - Maintain accurate record of organization transactions
   - Provide President, Vice-President, Tech Directors, and Project Directors with access to a real time account ledger
     - Includes, but is not limited to, copies of intramurals, monthly statements, and receipt received from the Campus Organization Accounting Office scanned onto the SAE International Drive
   - Preparing the annual student organization budget
   - Responsible for contacting College of Engineering senator to write and present bills for submission to the GSB

4. Media Director
   - Maintain web presence for team
   - Oversee all related passwords
   - Assist with general video and photo uploads as needed
   - Maintain listservs for Formula, Baja, Supermileage and general membership
   - Create team leader contact informational poster

5. Safety Officer
   - Work in conjunction with New Member Coordinator to maintain informational membership database
   - Work in conjunction with Project Directors to ensure shop cleanliness
   - Maintain weekly presence in the shop
   - Responsible for organizing semesterly shop safety training – must happen at least once a semester.
   - Ensure all members have web based shop safety quizzes completed before operating machinery
   - Responsible for updating and posting shop safety rules and regulations
6. Outreach Committee (3 members)
   • Overseen by the President and contains at least one member from Baja, Formula, and Supermileage
   • Each member of the Outreach Committee gets an individual vote within the General Cabinet
   • University & Community Outreach
     • Responsible for registering for all university and community events and organizing booth and volunteers
     • Responsible for maintaining outreach database with event and contact information
     • Correspond when necessary with University administration and other recognized
   • Fundraising
     • Responsible for arranging MU Food Court fundraisers
   • Pizza Sales
     1. Work in conjunction with President to reserve space for weekly pizza sales
     2. Order pizza weekly before the days of sales to ensure prompt delivery
     3. Establish volunteer rotation for entire semester and publishes information by use of calendar
     4. Maintain sales spreadsheet to record pizza sales financials
     5. All pizza sales must start with $100 in the cash box
   • Apparel
     1. Gather t-shirt designs from individual teams
     2. Seek out companies to provide apparel
     3. Work with trademark office to get artwork approved
     4. Collect sizes and money; deposit money into appropriate accounts
     5. Distribute apparel when received
   • New Member Coordinator
     • Work in conjunction with safety officer to maintain informational membership database
     • Distribute organization promotional materials around campus
     • Assist new members in familiarizing themselves with shop, office, and team leaders
     • Work in conjunction with Media Director to add new members to email lists

**Section 6: Termination**
(a) Membership on the General Cabinet and advisers may be revoked by ½ vote of the other members on General Cabinet.
(b) Membership on the Executive Council may be revoked by a ½ vote of the General Cabinet and ¾ vote of the members at a general meeting.
(c) The Executive officer is permitted to speak before the General Cabinet and general membership about the charges made concerning his/her performance
(d) Members in question of termination due to inappropriate conduct have the right to attend and speak for up to 5 minutes at each meeting that a vote occurs.
(e) If an officer is removed, the replacement procedure is the same as the election procedure except it will take place at the meeting following the removal.

**Article VIII: Adviser**

Adviser Duties

- Maintain communication and meet with officer(s) regularly
- Awareness and approval of financial expenditures
- Ensure that the organization is operating in conformity with the standards set forth by Iowa State University, Student Activities Center, and Risk Management

An advisor will be appointed after a majority vote is achieved from the Executive Council and General Cabinet. The advisor will serve at his or her leisure for their term as long as he or she is employed by Iowa State University, unless he or she is impeached. For example, actions such as violating the Constitution or jeopardizing the organization could result in impeachment. This is not meant to be a complete list of offenses.

The impeachment process begins with a ¾ majority vote at a general meeting. The advisor will be allowed to speak at the proceeding meeting before the final vote is taken. Final vote will also need ¾ of the members’ votes.

If a vacancy occurs, officers will brainstorm a list of potential candidates. The list will then be presented to all members; at such time members will vote or write in who they believe will be a great candidate. The potential advisor will need the majority of the vote of the general membership.

**Article IX: Finances**

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. General fund use or funds used on new SAE International branches (Aero, High-Mileage, etc.) will be decided by a majority vote of all members present at the meeting in which the proposal is made. Any decision to combine or separate COA accounts must be discussed and voted on by the Executive Council and the General Cabinet before making any changes. A majority vote stands for one semester.

Yearly dues shall be set by the General Cabinet at the first meeting of the fall semester before the first general meeting. Dues will not exceed $25. Dues shall be collected at by at least the third combined general meeting of the semester from new members.

**Article X: Amendments and Ratification**

This constitution can be amended with a ¾ vote of the membership assembly at a scheduled organization meeting. All amendments must be presented at least 1 week prior to a vote and will be allotted 10 minutes for explanation plus an additional 10 minutes for discussion by the
membership. All ratified amendments will be submitted to the Student Activities Office within 10 days of a vote.