

## ***SAE International Student Chapter Constitution***

Drafted 2/21/17

Amended 9/27/22

Ratified 10/4/22

### **Article I: Name**

The name of this organization shall be “SAE International Student Chapter”.

### **Article II: Purpose & Mission Statement**

Mission: To expand upon the ISU classroom education through participation, leadership, outreach, design, and fabrication in the teams laid out as: Aero, Baja, Clean Snowmobile Challenge, Formula, and Supermileage in the SAE Collegiate Design Series competitions.

### **Article III: Statement of Compliance**

SAE International Student Chapter abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. SAE International Student Chapter agrees to annually complete President’s Training and Treasurer’s training.

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

SAE International Student Chapter 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 SAE International Student Chapter shall be open to all registered students at Iowa State University, as well as its faculty and staff. This ISU chapter is also open to non-ISU students that are student members of SAE International Student Chapter. A member of SAE International Student Chapter at Iowa State University shall attend regular meetings and actively take part in the service projects as set by the organization. Dues shall be paid by every participating member within two weeks of becoming a member. Graduating members shall maintain membership until the end of the season in which they graduated.

### **Section 1: Termination/Impeachment**

Impeachment of members shall be brought to the attention of General Cabinet during a regularly scheduled meeting. Voting for the termination of members or officers shall occur at the next scheduled Cabinet meeting. Impeachable offenses include, but are not limited to, inappropriate conduct, mishandling of organization money, disrespect to organization members, advisor(s), or faculty.

### **Section 1a: Termination of Members**

- a) Individual membership can be revoked with ½ of the General Cabinet’s vote. The President and Vice President do not vote unless a tie vote needs to be broken.
- b) Members in question of termination have the right to attend and speak for up to 5 minutes at each meeting that a vote occurs. The member may elect a liaison to represent them and must be notified of the vote at least three (3) business days in advance.
- c) Cabinet is allowed time to discuss charges without the accused present.
- d) Voting only occurs after member is given option to speak.

### **Section 1b: Termination of Officers**

- a) Impeachable offenses for officers
  - a) Impeachment or removal of an officer may be considered if an officer fails to uphold the duties of their position or commits wrongdoing against another club member.
- b) Membership on the General Cabinet may be revoked by 1/2 vote of the other members on General Cabinet.
- c) Membership on the Executive Council and advisor(s) may be revoked by a 3/4 vote of the General Cabinet and 1/2 vote of the team members at a general meeting.
- d) The Executive officer is permitted to speak before the General Cabinet and general membership about the charges made concerning their performance.
- e) Members in question of termination have the right to attend and speak for up to 5 minutes at each meeting that a vote occurs.
- f) 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 VI: Risk Management Safety Officer**

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

- a) Help minimize potential risks for club activities.
- b) Recommend risk management policies and procedures to SAE International Student Chapter.
- 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, Treasurer, and Faculty Advisor.
- b) The **General Cabinet** shall include all members of the Executive Council, 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. Cabinet Members must maintain the following in order to be an eligible officer:

- 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).

### **Section 3: Elections**

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

- A) Cabinet Members (including Executive Council) shall be elected by a majority (over ½ of general cabinet members)
- B) If an officer is removed, the replacement procedure is the same as the election procedure except it will take place at the first General Meeting following the removal.

### **Section 4: Terms**

The start date of term of office of all General Cabinet positions will begin in May (or on a rolling basis throughout the summer) after the last general meeting, with the exception of Treasurer, who will begin in the Fall after completing the required ISU Treasurer Training.

### **Section 5: Positions**

#### **1. Team-Based Responsibilities**

- a. All upkeep and edits on team related pages in SAE International Student Chapter website
- b. Each team must field a Technical Director, Project Director and Safety Officer
  - i. Project Director Specifics
    - 1. Maintain accurate record of team transactions
    - 2. Keep both a digital record of all team-related receipts and financial documents
    - 3. Assist Treasurer in organization budget creation
    - 4. Responsible for collecting team-related mail and checks
- c. Shop cleaning as defined by the safety officer.
- d. All teams are allotted two votes in General Cabinet.
- e. Members may attend as “concerned citizens” and listen and contribute.

#### **2. President**

- a. Creates agendas, facilitates prior notifications and review, and presides over cabinet and combined general meetings
- b. Represent organization on campus, and is primary representative in the Governance Board meeting
- c. Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and Student Activities Center
- d. Maintain communication with organization Adviser, Vice-President, and Treasurer
- e. Schedules cabinet and relevant committee meetings
- f. Must attend all ESC meetings and report to cabinet
- g. In charge of Executive Council and ensures that each position is upholding the commitment of the role.
- h. Performs monthly audit of financial log with VP and Treasurer to ensure conformity of purchasing with individual team logs.

### 3. Vice-President

- a. Preside over cabinet and combined general meetings in the absence of the President
- b. Assist President as needed
- c. Communicate regularly with Adviser and President
- d. Take minutes at every General Cabinet meeting
- e. Secondary member of the Governance Board
- f. Performs monthly audit of financial log with President and Treasurer to ensure conformity of purchasing with individual team log

### 4. Treasurer

- a. Maintain accurate record of organization transactions (Project Directors will maintain separate team balance sheets on Cybox, but it is the treasurer's job to ensure these are accurate as well as maintain general and outreach sheets)
- b. Pick up Account Summery from COA office in August, document it on Cybox, and use it to calculate Student Government Allocation reimbursement for each team.
- c. Preparing the annual student organization budget
- d. Responsible for all communication to the COA and University in terms of finances
- e. **Must attend all ESC meetings**
- f. Prepares and obtains Student Government, ESC, and CoE Matching Funds requests
- g. **Performs monthly audit of financial log with VP and President to ensure conformity of purchasing with individual team logs.**
- h. Provide updates to teams of their official account balance through both cabinet updates and email if and/or when requested by Team Leadership

### 5. Safety Officer

- a. Maintain informational training database with Governance Board/EH&S
- b. Work in conjunction with team Safety Officers to ensure shop cleanliness
- c. Maintain weekly presence in the shop
- d. Responsible for organizing shop safety training – must happen at least once a semester.
- e. Ensure all members have web-based shop safety quizzes completed before operating machinery
- f. Responsible for updating and posting shop safety rules and regulations
- g. Primary Safety Representative in the Governance Board
- h. Responsible for tool audit and chemical inventory

### 6. Outreach Committee

- a. Include President/Vice President on all communication, planning, and creation of events
- b. Each member of the Outreach Committee is responsible for updating/creating documentation on their activities, timelines, tips and tricks, and additional pertinent information to ensure sustainability of the individual position and committee as a whole
- c. All positions must have at least minimum number of members specified, separate from all members currently holding General Cabinet positions
- d. Outreach Committee is required to schedule club participation in a minimum five on campus outreach events, two recruiting events, and eight off campus outreach events
- e. University & Community Outreach (min 2 Cabinet Members)
  - 1. Responsible for registering for all university and community events, scheduling/soliciting volunteers for teams, communicating pertinent information with

- assigned volunteers, and acquiring/organizing required materials (promotional materials, vehicle reservation, outreach activities, etc.)
- 2. Correspond when necessary with University administration and other recognized parties, including but not limited to: the Office of Risk Management, Transportation Services
- 3. Expected to utilize other Outreach Committee members to complete projects
- 4. Creates and curates outreach activities for all ages of participants
- 5. Maintains organization and completeness of outreach tote/outreach materials
- 6. Schedules general meetings, communicates meeting information and presentation with all SAE International Student Chapter members, and completes the associated room reservation
- f. Fundraising (min 1 Cabinet Member)
  - 1. Pizza Sales
    - c. Work in conjunction with President to reserve space for weekly pizza sales
    - d. Order pizza the day before sales to ensure prompt delivery, ensure sufficient pop, napkins, and plates exist in the office
    - e. Establish volunteer rotation for the entire semester and provide weekly pizza sales schedule at least three (3) business days in advance
    - f. Ensure all volunteers have completed ISU Food Safety training before volunteering
    - g. Maintain sales spreadsheet to record pizza sales financials
    - h. Maintain digital (on shared drive) and hard copy records of pizza sales receipts and deposits
  - 2. Apparel
    - c. Determine types of apparel wanted (team t-shirts are required)
    - d. Work with teams to create artwork and follow all Trademark guidelines
    - e. Maintain record of Trademark approvals, order receipts, and any additional required documentation for apparel on shared drive
    - f. Collect money for apparel (team apparel cannot be subsidized by SAE General Funds)
    - g. Maintain archive for older apparel types in original file type (.jpg, .png, .ai, etc.) on drive
  - 3. Sponsorship
    - c. **Leverage corporate contacts to gain support for SAE International Student Chapter (funds, supplies, tools/equipment, services)**
    - d. Work closely with Foundation personnel to seek out support for specific asks (i.e. New trailer, equipment, major monetary support)
    - e. Works directly with group of team sponsorship leads, coordinates to avoid conflicts in donations
    - f. Works directly with Public Relations to build and maintain organization-wide promotional documents
    - g. Maintains backup copy of all teams' sponsorship/promotional documentation on shared drive
    - h. Maintains SAE International Student Chapter-Foundation/Sponsor communication, grant applications, contact logs and address book, and other relevant documentation on shared drive

## 7. Public Relations (min 1 Cabinet Member)

- a. Ensures all documentation meets SAE International Student Chapter's branding standards and reflects well on the University and the Club
- b. Maintains and updates organization branding standards
- c. Be the single point of contact for local media to increase public awareness for the organization
- d. Creates monthly newsletter/press release to send to local and professional media (ISU Daily, Ames Tribune, local news stations, SAE International)
- e. Responsible for public communication including fliers, emails, and press releases for SAE International Student Chapter
- f. Works with teams to create publications and press releases to represent whole organization
- g. All external communications need to be approved by the Outreach Committee and/or the College of Engineering
- h. Works directly with Fundraising to build and maintain organization-wide promotional documents
- i. Maintains templates and backup copies of all documentation including but not limited to promotional materials, press releases, and newsletters on shared drive
- j. Maintains SAE International Student Chapter webpage and social media accounts, partners with one representative from each team to ensure information is correct and up to date

## **Section 6: Voting in Cabinet Meetings**

All sitting cabinet members, with exception of the President, Faculty Advisor, and the outreach committee, will have one vote to cast during votes in all cabinet meetings. A cabinet member, or a back-up member appointed for that meeting to represent, must be in the cabinet meeting to vote. The President will act as a tie-breaker vote. If the President is not in attendance, the Vice President will hold this role. The outreach committee will have two votes total. They will deliberate and come to a decision on how to disperse the votes.

## **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
- Hold membership in SAE International

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 if 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  $\frac{3}{4}$  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  $\frac{3}{4}$  of the members' votes.

## **Article IX: Finances**

### **Section 1: Fund Disbursement and Expenditure Procedure**

All money 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 CDS team(s) deemed a major purchase 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.

### **Section 2: Dues Collection**

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 \$50.** Dues shall be collected at by at least the third general team meeting of each semester from all members. Dues must be collected by teams. All student members must pay dues, including Team Leaders, Executive Cabinet members, and Graduate Students. Faculty Advisors may be exempt from paying dues.

### **Section 3: General Fund Payments**

Each team as set forth by this document will pay dues yearly at the start of each fall semester at Iowa State University. \$20 of each due paying member will be put into the General Fund. All dues must be received by the Treasurer of SAE International Student Chapter who shall deposit the funds into the COA office and will be distributed to each team and general fund accordingly.

### **Section 4: Financial Probation**

When a team's Theoretical and/or Actual Balance (whichever value is lower) falls below \$1000, that team must stop making purchases with their P-Card and must not rent out University Vehicles from ISU Transportation. Should a team need to be put on Financial Probation, their Actual Balance must be  $\geq$ \$1500 before their status is changed back. Should a team on Financial Probation continue making purchases, the Treasurer will email the COA's P-Card Administrator and have the team's P-Card(s) limits set to zero. Should this action need to be taken, that team's Financial Probation will not be lifted until their Actual Balance is  $\geq$ \$2000. This policy will ensure that teams are only spending money they have in their account and will not risk spending more money than they actually have. This rule shall be waived if a team is looking to pay the Registration Fee(s) for their official SAE Competition(s), but they will be expected to get their balance above the minimums before being allowed to make other purchases.

## **Article X: Amendments and Ratification**

This constitution can be amended with a  $\frac{3}{4}$  vote of the membership 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.