

# Constitution of The Engineering Ambassador and Mentor Program

## Article I - NAME

The name of this organization shall be The Engineering Ambassador and Mentor Program (TEAM) at Iowa State University.

## Article II - PURPOSE

The purpose of TEAM is to serve as both ambassadors for Iowa State's College of Engineering and mentors to future engineering students. To achieve these goals, TEAM will involve its members in opportunities where they can enhance their interpersonal skills and interact with perspective students and guests at recruiting events.

## Article III - STATEMENT OF COMPLIANCE

The Engineering Ambassador and Mentor Program abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. The Engineering Ambassador and Mentor Program agrees to annually complete President's and Treasurer's Training.

## Article IV - NON-DISCRIMINATION STATEMENT

Iowa State University and TEAM 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

- a. Eligibility
  - TEAM is open to registered engineering students in good standing at Iowa State University.
    - If a student joins TEAM as an engineering major, then later changes their study to a non-engineering major, they are able to keep their membership if they want.
  - Undergraduate, graduate, and professional students are eligible to apply.
  - One must have at least two semesters of school remaining. Exceptions may be made by Advisor(s).
- b. Recruitment
  - Students interested in joining must apply.
  - From the applications received, candidates will be selected for a personal interview.
  - Individual candidate interviews will be held as applications are received. TEAM Board Officers, the Advisor(s), and the Graduate Assistant will conduct all interviews.
  - Selection of ambassadors will be made by the Advisor(s) with the assistance of the Graduate Assistant and TEAM Board Officers.
  - New members shall be invited to the first general meeting after selection.
  - All new members shall complete tour guide training and shadow at least each tour route once before giving tour stops.
- c. Term of Service
  - A commitment is an event or activity for which a member has previously agreed to volunteer.
  - All commitments are required, including scheduled bi-weekly meetings and TEAM new member training (if applicable).
    - Members must complete the Meeting Absence Request form at least 24-hours in advance of each meeting if they are unable to attend.
    - Members are allowed no more than three (3) unexcused absences per semester.
      - **Excused absences** will be granted in the case of class during a meeting, exams, illness, or emergency.
      - In the case of unexcused absences:

- **First Occurrence:** Email communication from the Business Manager outlining TEAM expectations.
- **Second Occurrence:** Email warning from the Graduate Assistant outlining TEAM expectations and checking in.
- **Third Occurrence:** Email from the Advisor(s) requesting a meeting to discuss membership status. If no response is given within two (2) weeks, then the member will be automatically removed from the organization.
- Members are allowed one (1) personal excuse per semester.
  - Personal excuses may be used for whatever the member pleases. Common examples include but are not limited to needing to study for an exam, attending an Iowa State sports game, or spending time with friends.
- All members must give at least one (1) weekly 2:10 PM engineering tour.
  - If schedule prohibits a member's participation in 2:10 PM tours, the member must notify the Graduate Assistant.
  - In the event of an absence, members must notify Tour Leaders at least 24-hours in advance.
    - Less than 24-hour notice counts as an unexcused absence unless approved by Tour Leader, Graduate Assistant, or Staff Advisor.
- Members are encouraged to volunteer for a minimum of two additional events per semester.
  - Less than 24-hour notice counts as an unexcused absence unless approved by the Events chair, Graduate Assistant, or Staff Advisor.
- Members must make an effort to learn the full engineering tour script by the end of their second semester in TEAM.
- Members are encouraged to be a member of TEAM until graduation.
- d. Membership Status
  - An active member means attending general meetings, giving a weekly tour and volunteering at events.
  - Members are allowed to declare an inactive status while away on internships, co-ops, study abroad, or other individual special circumstances as approved by the Advisor(s).
  - If students must declare inactive status for two consecutive semesters, to avoid removal they must meet with Staff Advisor and Graduate Assistant to discuss special circumstances.
  - Inactive status means not giving a weekly tour or volunteering at events. It is strongly recommended that members still attend general meetings while inactive, but it is not required.

## Article VI – OFFICERS

### a. Eligibility

*The officers of this organization must meet the following requirements:*

- 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.
- 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.
- Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).
- Applicants for all board positions must have one semester of experience as a TEAM member.
- It is required that applicants for President have at least one previous semester of Executive Board, or other leadership experience. This requirement can be waived if nominated by an Advisor(s). A vote will still be held even if only one candidate runs.
- It is recommended that applicants for all Executive Board positions are able to give majority of tour stops confidently.

### b. Executive Board Officers

*TEAM Executive Board consists of the following positions, which are listed in order of succession, with the exception of the Advisor(s) and Graduate Assistant:*

- President
  - Roles and Responsibilities
    - Represent TEAM on campus.
    - Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and the Student Engagement.
    - Complete University President's training.
    - Take minutes and lead general TEAM meetings and TEAM Executive Board meetings.
    - Send out email reminders about upcoming meetings.
    - Attend all Engineering Student Council (ESC) meetings and keep ESC updated on organization activities.
      - May appoint a delegate as needed.
    - Maintain communication with Advisor(s).
    - Ensure all Executive Board Officers are completing their designated tasks in a timely manner.
    - Act as the first point of contact for TEAM members.
    - Actively participate in TEAM events.
    - Assist in interviewing new members when needed.
    - Attend all TEAM general meetings and TEAM Executive Board meetings or appoint a delegate to represent them.
- Treasurer
  - Roles and Responsibilities
    - Maintain accurate records of organization's transactions and finances in Workday.
    - Complete University Treasurer's training.
    - Arrange fundraising opportunities for the organization, as needed.
    - Solicit funds from Engineering Student Council when needed.
    - Serve as one of the purchasing card (p-card) holders for TEAM or appoint a student delegate to do so; support the other purchasing card holders.
    - Place food order for general meetings.
    - Purchase prizes for end of semester raffle wheel.
    - Attend Engineering Student Council (ESC) meetings once a month and keep ESC updated on organization activities.
      - May appoint a delegate as needed.
    - Actively participate in TEAM events.
    - Assist in interviewing new members when needed.
    - Attend all TEAM general meetings and TEAM Executive Board meetings or appoint a delegate to represent them.
- Business Manager
  - Roles and Responsibilities
    - Maintain official roster and attendance records.
      - Approve and deny meeting absence requests.
    - Track member involvement and status changes.
    - Manage Risk for the Organization
      - Help minimize potential risks for club activities.
      - Recommend risk management policies or procedures.
      - Submit documentation to ISU's Risk Management Office.
        - List of members for background check.
        - Signed TEAM Contract/Volunteer Services Agreement.
      - Ensure that proper waivers and background checks are on file with Risk Management for events (if applicable).
    - Actively participate in TEAM events.
    - Assist in interviewing new members when needed.

- Attend all TEAM general meetings and TEAM Executive Board meetings or appoint a delegate to represent them.
  - Events Chair
    - Roles and Responsibilities
      - Coordinate events for TEAM.
        - Keep the schedule of events accurate and up-to-date.
        - Schedule the TEAM personnel needed for each event.
        - Keep track of TEAM member participation in events.
        - Meet with Advisor(s) on a regular basis to discuss upcoming events.
      - Schedule TEAM members to help with special visit days such as Scholars' Day, Admitted Students Day, Multicultural Scholars' Preview, and Latino Family Visit Day.
      - Hold live signups during general meetings to encourage members to volunteer for events.
      - Send email reminders to members who volunteer for events prior to the event.
      - Organize end of semester raffle wheel for all members that volunteered during the semester.
      - Actively participate in TEAM events.
      - Assist in interviewing new members when needed.
      - Attend all TEAM general meetings and TEAM Executive Board meetings or appoint a delegate to represent them.
  - Recruitment Chair
    - Roles and Responsibilities
      - Recruit new TEAM members and publicize TEAM's name and accomplishments.
      - Advertise TEAM recruitment.
      - Attend introductory engineering classes to advertise TEAM to students.
      - Update recruitment presentation regularly.
      - Register TEAM for club fest and coordinate members to be present at the booth.
      - Actively participate in TEAM events.
      - Assist in interviewing new members when needed.
      - Attend all TEAM general meetings and TEAM Executive Board meetings or appoint a delegate to represent them.
  - Social Chair
    - Roles and Responsibilities
      - Bring members together by organizing various activities outside of general meetings and tours.
      - Gather content by documenting and capturing images at TEAM activities.
      - Keep social media profiles updated by posting content that shares TEAM's purpose.
        - All posts must be informative and appropriate.
      - Share content that can be put on the website with the Graduate Assistant.
      - Actively participate in TEAM events.
      - Assist in interviewing new members when needed.
      - Attend all TEAM general meetings and TEAM Executive Board meetings or appoint a delegate to represent them.
- c. Elections
- Each year every Executive Board Officer position will be elected in the spring. Elections will be held in the fall if needed. Elections will be held during the second to last meeting of the semester (typically in November for fall and in April for spring).
  - An Executive Board Officer position presentation will be held approximately one month before elections at a general meeting. Each Executive Board Officer will explain their role and responsibilities.
  - A nomination form will be sent to all members following the positions presentation.
  - After the nomination form closes, nominees will be asked to accept or decline nomination before the elections meeting.

- Current Executive Board Officers must be re-elected to board for their current position or other desired position.
- A vote will be held at a general meeting, specifically at the second to last general meeting of the semester. Absentee ballots can be made available, if requested.
  - Advisor(s) and Graduate Assistant will share nominations before the start of the meeting.
  - Election positions will be held in order of succession listed under Article VI.B.
  - For each position, each nominee will individually present a speech. After each nominee speaks, there will be an open forum discussion. Members will have one minute and thirty seconds to share information or experiences about the candidate to assist with voting. If discussion stops for thirty consecutive seconds, the forum will end early.
    - If open forum comments are deemed inappropriate by Advisor(s), open forum will end.
  - After all nominees present their speech, a simple majority vote will be held electronically (to allow for absent members to vote if needed).
  - In the event of a tie, a secondary vote will be held, following the same process as listed above.
- d. Term of Service
  - Executive Board Officers are encouraged to serve for two semesters.
  - Advisor(s) will have a term of one full year (from August to August).
  - An Executive Board Officer who participates in a study abroad, a student exchange or a work program is not entitled to the previously held board position when they return to Iowa State.
  - If the elected Executive Board Officer has to leave for any reason, an election will be held for the replacement Executive Board Officer. The same election procedure will be used during re-election.
- e. Removal Procedures & Impeachment
  - Executive Board Officers may be removed from office by Advisor(s), unanimous board, or simple majority of general membership if actions are deemed inappropriate by the membership.
  - The individual is permitted to speak before the Executive Board Officers and the general membership about the charges made concerning their performance.
  - The individual is not permitted to participate in the deliberation of the Executive Board Officers regarding the charges.
  - The individual will be asked to leave their position for any of the following offenses:
    - Failure to meet requirements of specific position.
    - Not representing TEAM in a professional manner.
    - Three unexcused absences from commitments.
- f. Replacement of an Executive Board Officer or Advisor
  - If an Executive Board Officer or Advisor is removed, the replacement procedure is the same as the general election procedure described in Article VI.C.
    - Election of new Executive Board Officers shall take place at the first meeting following the removal of the previous Officer.
    - The Advisor to this organization serves as an obligation of their stated job duties. As this is a student-led organization, students have the ability to request the removal and replacement of their advisor with a unanimous vote of officers. The Advisor and their Supervisor will be notified of the decision, and officers will work with the Advisor's Supervisor to identify a new Advisor.

## Article VII - ADVISOR

- Advisor(s)
  - Roles and Responsibilities
    - Maintain communication and meet with Executive Board Officers and Graduate Assistant regularly.
    - Assist in delegation of officer duties as needed.
    - Awareness and approval of financial expenditures.
    - Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and the Student Engagement.
  - Advisor(s) will be appointed by the College of Engineering department.

- Graduate Assistant
  - Roles and Responsibilities
    - Assist Executive Board Officers as needed.
    - Schedule new member interviews. Arrange Executive Board Officers to be at the interviews.
    - Ensure TEAM documents such as the tour script, constitution, and webpage stay updated.
    - Select Tour Leaders and assign them to days at the beginning of the semester.
    - Organize TEAM members into daily tour groups at the beginning of the semester.
    - Establish and update email list for daily tour groups and Tour Leaders.
    - Organize and facilitate tour training for new members as needed.
    - Plan general meetings.
    - Interview Paid Tour Guides and track events worked at throughout each semester.
  - The Graduate Assistant will be appointed by the Advisor(s).

## **Article VIII - 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 Advisor to this organization must approve and sign each expenditure before payment. No dues for the organization will exist.

## **Article IX - AMENDMENTS & RATIFICATION**

- a. Amendments
  - Amendments made to the TEAM Constitution require a two-thirds majority vote of the Executive Board Officers to be approved.
  - If one or more Executive Board Officers request a vote of the general membership to approve an amendment, the amendment then requires a two-thirds majority vote of those present at the general meeting.
  - Each time the TEAM Constitution is amended, a new copy must be submitted to the Student Engagement, 1560 Memorial Union, within 10 days for approval.
- b. Ratification
  - A minimum of 51% of active TEAM members must be present at the general meeting to ratify the TEAM Constitution. If 51% membership is not obtained after 2 general meetings, the vote returns to the Executive Board Officers for final decision.
  - The TEAM Constitution requires approval by three-fourths of TEAM members in attendance at the general meeting at which it is presented for ratification.
  - Each time the TEAM Constitution is ratified, a new copy must be submitted to the Student Engagement, 1560 Memorial Union, within 10 days for approval.

## **BYLAWS**

- a. TEAM shall meet every other week. TEAM shall not meet during Prep Week or Finals Week of any semester.
- b. The TEAM President presides over the general meetings and the Executive Board Officer meetings.
  - If the TEAM President is unable to preside at a meeting, the first able member on the list of succession in Article VI. b will preside.
- c. Minutes for all general meetings are to be kept and made available to all members of the organization.
- d. Minutes for all Executive Board Officer meetings are to be kept and made available to all Executive Board Officers.
- e. TEAM Executive Board shall meet as deemed necessary by President or Advisor(s).