Society of International Engineers Constitution

Article I
Name

The name of this organization shall be the Society of International Engineers (SIE) of Iowa State University. Active members shall be known as SIE Members.

Article II
Purpose and Mission Statement

The purpose of SIE shall be to provide opportunities for student leadership and active participation in Engineering International Programs (EIP).

The mission of SIE shall be to encourage current students to participate in study and/or work abroad programs, to provide a supportive environment for international engineering exchange students as well as a means to acclimate to the American culture during their time at Iowa State, to welcome back Iowa State University engineering students from study and/or work abroad programs, and to promote study and/or work abroad programs to prospective engineering students.

Article III
Statement of Compliance

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

Article IV
Non-Discrimination Statement

Iowa State University and SIE 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 status as a U.S. Veteran.

Article V
Eligibility and Membership

A. Eligibility

1. Members - Students wishing to become Members must fall into one of the following categories:

   a. Any full or part time student studying engineering at Iowa State University who has studied abroad or is interested in studying abroad.
b. Any international student studying engineering at Iowa State University as a part of an exchange program.

2. Friends - Faculty, staff, alumni, students, or other individuals who do not fall under Article III Section A-1 shall be known as “Friends.” Friends may be invited to attend events and meetings but may not vote in general meetings or hold office.

Article VI
Risk Management

The SIE Staff Advisor shall preside as risk manager for the organization.

The role of the risk manager is to [a] help minimize potential risks for club activities, [b] recommend risk management policies of procedures to SIE, [c] to submit documentation to ISU’s Risk Management Office, and [d] to ensure that Iowa State University policies are followed at all of 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
Executive Board

A. The Executive Board for SIE shall consist of the following positions, listed in order of succession:

1. Appointed Executive Board Members:

a. Student Advisor - the Student Advisor shall work as an employee for EIP, advise and assist the Executive Board as needed, ensure the organization is following this Constitution, and help to maintain continuity from year to year. During times of vacancy in any office, before that office is filled, the Student Advisor shall assume the responsibility for that office and may delegate responsibilities as necessary and appropriate and follow the established SIE role of the office and organizational procedures.

b. Staff Advisor - the Staff Advisor shall lend insight to the Executive Board and assist them as necessary. Questions or concerns from Members and Friends should be directed to the Staff Advisor.

2. Elected Officers:

a. President - the President shall oversee the Executive Board, schedule meetings, set agenda, preside over both general and executive meetings, and follow the established SIE role of the office and organizational procedures.

b. Travel Chair - the Travel Chair serves as chair of the Travel Committee, plans trips outside of Ames that expose students to Iowa/American culture, and follows the established SIE role of the office and organizational procedures.

c. Social Chair - the Social Chair serves as chair of the Social Committee; is responsible for the organization of CAFÉ’s (activities designed to Create A Fellowship of Engineers in the organization), events for international students to share their home culture, and other social activities which promote SIE member interaction; and follows the established SIE role of the office and organizational procedures.
d. Outreach Chair - the Outreach Chair serves as chair of the Outreach Committee, as well as coordinates and publicizes all Outreach events for both prospective and current students including (but not limited to) recruiting for the TAPA Team (Talking About Programs Abroad), and "Tour The World" Engineering Work & Study Abroad Fair; collaborates outreach programs with other ISU student organizations; coordinates all the aspects of ordering t-shirts including the recommendation of a design as well as the ordering and selling process; and follows the established SIE role of the office and organizational procedures.

e. Hospitality Chair - the Hospitality Chair serves as chair of the Hospitality Committee, works with EIP to organize a Welcome and Bon Voyage party each semester for international engineering exchange students and Iowa State University engineering students returning from/leaving for study and/or work abroad programs, coordinates mentors for the international engineering exchange students by pairing them with American Members (SIE Partners Program), coordinates at least two events each semester for the SIE Partners Program, and follows the established SIE role of the office and organizational procedures.

f. Communications Chair - the Communications Chair serves as chair of the Publicity Committee, maintains a calendar of events, records attendance and minutes at both executive and general meetings, publicizes meeting minutes no later than one week after each meeting, maintains the SIE webpage, social media accounts, and photo gallery, disseminates pertinent information to the general membership including a newsletter to international students highlighting activities going on in SIE and on campus, assists the Exec Board in designing and distributing publicity material as necessary, and follows the established SIE role of the office and organizational procedures.

g. Financial Chair - the Financial Chair serves as treasurer of the SIE organization, chairs the Fundraising Committee, maintains a budget for the organization, balances the SIE account monthly, organizes the SIE Study Abroad Scholarship application and selection process in coordination with the President and Advisors, provides monthly updates at Exec Board meetings, represents the organization at Engineering Student Council (ESC) meetings, completes the steps necessary to receive funding from ESC, coordinates efforts for general fundraising as necessary, and follows the established SIE role of the office and organizational procedures.

h. International Student Representative (ISR) - the ISR shall provide feedback and opinions to the Executive Board on behalf of the international engineering exchange students, organize intramural teams, and follow the established SIE role of the office and organizational procedures. This position is reserved for an international exchange student.

B. Executive Board Member Elections, Requirements, and Rights

1. General Elections and Terms of Service

   a. Officer elections will take place at the end of each semester at an Executive Board meeting. SIE Members are invited to attend the election meeting and vote in the officer elections. Interested candidates must apply to the SIE Executive Board using a standard application. If all positions are not filled at the annual election, the Executive Board shall have the
discretion to call a special election. Since the International Student Representative position is reserved for an international exchange student, a special election will be held at the first Executive Board meeting of the fall semester (for fall semester) or the first Executive Board meeting in the spring (for spring semester), unless the International Student Representative from the previous semester is still on exchange at ISU. The candidates for International Student Representative must complete the International Student Representative application.

b. Election Process

i. All candidates must submit a completed SIE Executive Board application form to the SIE Student Advisor prior to the officer elections.

ii. The SIE Student Advisor will be responsible for overseeing the election.

iii. Candidates will have two minutes to introduce themselves and campaign for the position.

iv. All voting members present have the opportunity to ask questions of the candidate(s) and discuss the position. The Student Advisor shall lead this discussion.

v. For positions with more than one candidate, voting will be conducted by paper ballot. If a candidate runs unopposed, voting will be conducted by a show of hands in favor of the candidate assuming the position. In either case, the candidate must have a simple majority of votes to win.

vi. All current officers, advisors, and SIE Members are eligible to vote in officer elections.

vii. The SIE Staff Advisor will count ballots.

c. The term of office is for one year unless: (a) the officer graduates after the first semester, (b) the officer is not studying at Iowa State for the second semester due to a study abroad or work experience, or (c) an international exchange student who is only studying at Iowa State for one semester is elected.

d. The officers elect shall assume office on the Friday of finals week the preceding semester.

e. During the period of time from elections until the end of the semester, current officers shall maintain their office and mentor officers elect.

f. Executive Board Members will complete an “Officer Transition Report” for each semester they serve on the Board. A report should be submitted to the SIE President and Student Advisor; additionally, a copy should be maintained in the appropriate position binder.

g. SIE Exec Board and EIP may hold special elections without prior nominations.

2. Levels of Achievement and Eligibility

a. All officers are elected.
b. The Student Advisor shall be interviewed and hired by EIP. The length of the SIE Student Advisor’s term shall be left to the discretion of EIP and the Student Advisor.

c. The Staff Advisor and Student Advisor shall be appointed by EIP as necessary, depending on the tenure of their predecessors.

d. Candidates for President must have participated in a study and/or work abroad program.

e. Candidates must be willing to work within the SIE organizational structure and the parameters of the EIP organization.

f. The officers of this organization must meet the following requirements:

i. 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 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.

ii. 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 the term of office.

iii. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (i) and (ii).

3. Replacement Procedures

a. During times of vacancy in any office, before that office is filled, the Student Advisor shall assume the responsibility for that office and may delegate responsibilities as necessary and appropriate.

b. Executive Board members have the opportunity to fill vacant board positions before the positions are opened to the general membership. All such changes shall be voted upon by the members present and require a simple majority for approval.

c. Vacant Board positions will be announced via e-mail and/or at a CAFE. Any interested candidates for these positions shall submit a standard application to the Executive Board at least one week before the meeting at which elections are to take place. Elections will be held at the next Executive Board meeting.

4. Removal Procedures

a. If a situation arises in which an Executive Board Officer fails to fulfill his/her duties as specified in this Constitution:
i. The Student Advisor, Staff Advisor and President shall discuss the matter with the officer in question.

ii. If the situation persists, the issue shall be discussed at an Executive Board meeting.

iii. If the Executive Board deems it appropriate, an impeachment vote shall be held. A simple majority of the SIE members present shall be considered sufficient to remove an officer from the Executive Board.

5. Returning Board Members

a. An Executive Board member who participates in a study abroad, a student exchange, or a work program is not entitled to the previous held board position when he or she returns to Iowa State. However, the returning Executive Board member is free to fill vacancies as described in Article IV Section A-3 and is welcome to run for office again.

b. The term of office is for one year. After one year of serving in an Executive Board position, the current Executive Board member is welcome to reapply for his or her current position.

Article VIII
Meetings

A. General Meetings

1. Members shall meet at minimum once each month during the regular school year or more frequently as determined by the President and Executive Board.

2. CAFEs (Creating A Fellowship of Engineers) shall be considered general meetings.

3. Summer meetings are optional at the discretion of the Executive Board.

4. The President shall set an agenda for and preside over general meetings. In the President’s absence the Student Advisor shall preside over general meetings.

5. All Members who fall under Article III Section B are eligible to vote in General meetings.

6. The Communications Chair shall record minutes at general meetings and publicize those minutes no later than one week after each meeting. In the Communications Chairs’ absence another appointed Ambassador should record minutes.

7. Officers are expected to attend all general meetings. Each officer shall give reports from their committees. If the officer cannot attend, he/she is responsible to arrange for a committee member to present the report.

8. At each General Meeting, upcoming events will be reviewed as well as any other pertinent information.

B. Executive Board Meetings

1. The Executive Board shall meet at minimum every other week during the regular school year or more frequently as determined by the President and Executive Board.
2. Summer meetings are optional at the discretion of the Executive Board.

3. The President shall set an agenda for and preside over Executive Board meetings. In the President’s absence the Student Advisor shall preside over the meeting.

4. All officers and advisors are eligible to vote in Executive Board Meetings.

5. The Communications Chair shall record minutes at Executive Board meetings and publicize those minutes no later than one week after each meeting. In the absence of the Communications Chair another appointed officer shall record minutes.

6. Officers are expected to attend all Executive Board meetings. Each officer shall give a report to board members present. In the absence of an officer, a knowledgeable person may present the report.

Article IX
Committees

A. Committees

1. Travel Committee—the Travel Committee shall coordinate trips outside of Ames that expose students to Iowa/American culture.

2. Social Committee—the Social Committee shall coordinate CAFEs (activities designed to Create A Fellowship of Engineers in the organization), events for international students to share their home culture and other social activities which promote SIE member interaction.

3. Outreach Committee—the Outreach Committee shall coordinate and publicize all Outreach events for both prospective and current students including (but not limited to) pre-determined EIP events, collaborating with other ISU student groups to participate in their outreach events, and the design, order, and selling of t-shirts.

4. Hospitality Committee—the Hospitality Committee shall work with EIP to participate in a Welcome and Bon Voyage party each semester for international engineering exchange students and assist the Hospitality Chair in any other pertinent projects including the SIE Partners Program events.

5. Publicity Committee—the Publicity Committee shall maintain a calendar of events, maintain the website, social media accounts, and photo gallery, and design and distribute publicity material.

6. Fundraising Committee—the Fundraising Committee shall organize an activity or project each semester to raise money for SIE and the SIE Study Abroad Scholarship. This money shall be used to fund supplies and activities that support SIE’s purpose and mission.

B. Committees will be chaired by their respective Committee Chairs and committee meetings shall take place at the discretion of the respective Chairs.

Article X
Events & Trips
A. Events
   a. All events organized and advertised though SIE and SIE E-mail lists are official SIE Events.
   b. Planning and implementation of events should follow the processes already defined by the
      SIE Student and Staff Advisor.

B. Trips
   a. All SIE trips should follow the ISU guidelines for Student Organization Travel
      Authorization.
   b. Deposits should be collected at a predetermined time and need to cover all expenses that may
      be incurred.
   c. Attendance in a “pre-trip meeting” is required of all participants. The agenda for this
      meeting should be approved by the SIE Advisors.

   Article XI
   Finances

A. 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 24 hours after collection. The Advisor to this organization must
   approve and sign each expenditure before payment.

B. SIE members shall not be required to pay dues.

   Article XII
   Ratification and Amendments

A. Any Ambassador or Advisor may propose an amendment to this Constitution.

B. With the approval of the Staff Advisor, amendments to this constitution may be ratified at an
   Executive Board Meeting or at a General meeting at which ¾ of the Executive Board is present.

C. This Constitution and subsequent amendments must be ratified by a simple majority of all in
   attendance at the meeting.

D. Each time the SIE Constitution is amended, a new copy must be submitted to the
   Student Activities Center within 10 days for approval.

Ratified on: February 5, 2015

Shannon Miner, SIE Staff Advisor

SIE President

SIE Student Advisor