**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*

1. Member Eligibility
   1. Members - Students wishing to become Members must fall into one of the following categories:
      1. Any full or part time student studying engineering at Iowa State University who has studied abroad or is interested in studying abroad.
      2. Any international student studying engineering at Iowa State University.
2. Officer Eligibility
   1. Officers – The officers of this organization must meet the following requirements:
      1. 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.
      2. 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.
      3. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b)."

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 Student 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 endure 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

1. The Executive Board for SIE shall consist of the following positions, listed in order of succession:
   1. Appointed Executive Board Members:
2. Student Advisor & Treasurer - the Student Advisor shall work as an employee for EIP and be selected for this role by the current Student Advisor and Exec Team or Engineering International Programs. They advise and assist the Executive Board as needed, ensure the organization is following the Constitution, and help to maintain continuity from year to year. The Student Advisor shall act as the club treasurer, coordinate rooms for meetings and events, assist with the review and selection of scholarship applicants, and contribute to the outreach communications that will encourage club participation. Treasurer duties consist of maintaining the organization’s budget, balancing SIE’s account monthly, and coordinating Engineering Student Council proposal and meeting attendance with the president. 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. This position shall be held for the duration of one year.
3. International Student Representative (ISR) - the ISR shall support all SIE executive board members, which includes providing feedback and opinions on behalf of the international engineering students, coordinate with the Events Chair to plan general meetings and other events, partner with the Outreach Chair to arrange outreach events for prospective students, moderate the club’s social media, organize the design and distribution of publicity materials, and follow the established SIE role of the office and organizational procedures. This position is reserved for an international student.
4. Outreach Chair- the Outreach Chair is responsible for coordinating all outreach events for both prospective and current students including recruiting for the TAPA Team (**T**alking **A**bout **P**rograms **A**broad), maintaining the SIE webpage and social media accounts, assist with the review and selection of scholarship applicants, and organize the design and distribution of publicity material; and follows the established SIE role of the office and organizational procedures.
5. 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.
   1. Elected Officers:
6. President - the President shall oversee the Executive Board, set agenda, preside over both general and executive meetings, record meeting minutes, lead measures to recruit new members including collaboration of outreach programs with other ISU student organizations, collaborate with the Student Advisor to prepare Engineering Student Council (ESC) proposals and attend ESC meetings, as well as follow the established SIE role of the office and organizational procedures.
7. Event Chair - the Event Chair is responsible for planning trips outside of Ames that expose students to Iowa/American culture; works with EIP to organize a Welcome and Bon Voyage party each semester for international engineering exchange students and ISU engineering students returning from/leaving for study and/or work abroad programs; Additionally, the Events Chair is responsible for the organization and planning of activities for general meetings, events for international students to share their home culture, and other social activities which promote SIE member interaction, and follow the established SIE role of the office and organizational procedures.
8. Fundraising Chair- the Fundraising Chair organizes the SIE Study Abroad Scholarship application and the selection process in coordination with the President and Advisors, coordinates efforts for scholarship and general fundraising, and follows the established SIE role of the office and organizational procedures.
9. Executive Board Member Elections, Requirements, and Rights
10. General Elections and Terms of Service
    * + 1. Officer elections will take place at the end of each semester at an Executive Board meeting. 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 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 at ISU. The candidates for International Student Representative must complete the International Student Representative application.
        2. Election Process
11. All candidates must submit a completed SIE Executive Board application form to the SIE Student Advisor prior to the officer elections. SIE Executive Board members that wish to return to the Board must reapply for their position.
12. The SIE Student Advisor will be responsible for overseeing the election.
13. All SIE Executive Members will have at least one week to review all SIE Executive Board applications.
14. A meeting will be held with the SIE Executive Board and SIE Advisors to discuss the candidates for each position. The SIE Executive Board for the next academic year will be selected at this meeting based on thoughtful discussion about each of the candidates and the open roles.
15. If an election cannot take place, new SIE Executive Board members will be selected by Engineering International Programs.
    * + 1. 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.
        2. The officers elected shall assume office on the Friday of finals week the preceding semester.
        3. During the period from elections until the end of the semester, current officers shall maintain their office and mentor officers elected.
        4. 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 club document folder.
        5. SIE Exec Board and EIP may hold special elections without prior nominations.

2. Levels of Achievement and Eligibility

* + - * 1. All officers are elected or appointed by Engineering International Programs.
        2. 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.
        3. The Staff Advisor and Student Advisor shall be appointed by EIP as necessary, depending on the tenure of their predecessors.
        4. Candidates for President must have participated in a study and/or work abroad program.
        5. Candidates must be willing to work within the SIE organizational structure and the parameters of the EIP organization.

3. Replacement Procedures

1. 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.
2. Vacant Board positions will be announced via e-mail and/or at a general meeting. 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

1. If a situation arises in which an Executive Board Officer fails to fulfill assigned duties as specified in this Constitution:
2. The Student Advisor, Staff Advisor and President shall discuss the matter with the officer in question.
3. If the situation persists, the issue shall be discussed at an Executive Board meeting.
4. 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. The person being impeached is allowed to speak and be present before the final vote but not while the vote is being conducted.
5. Some examples of impeachment offenses are the following: improper use of the purchasing card, failing to uphold the duties of the position, or inappropriate attitudes/comments/actions towards another board member or general member.
6. If a situation arises in which an Advisor fails to fulfill his/her duties as specified in this Constitution:
7. The Staff Advisor and President shall discuss the matter with the other Advisor in question.
8. If the situation persists, the issue shall be discussed at the Executive Board meeting and other important personnel may be called into the meeting to assist.
9. If the Executive Board and other appropriate ISU Staff deem it appropriate, an impeachment vote shall be held. A simple majority of the SIE executive board members present shall be considered sufficient to remove an officer from the Advisor position. The person being impeached is allowed to speak and be present before the final vote but not while the vote is being conducted.
10. Some examples of impeachment offenses are the following: improper use of the purchasing card, failing to uphold the duties of the position, or inappropriate attitudes/comments/actions towards another board member or general member.
11. A replacement Advisor will be appointed by the Executive Board and the Staff Advisor during a special election.

5. Returning Board Members

* 1. 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 upon return to Iowa State.
  2. 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 the current or a new executive board position.

# Article IX

*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. Summer meetings are optional at the discretion of the Executive Board.
3. 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.
4. All Members who fall under Article III Section B are eligible to vote in General meetings.

6. Officers are expected to attend all general meetings.

7. 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 President shall record minutes at Executive Board meetings and publicize those minutes no later than one week after each meeting. In the absence of the President, 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 X

*Events & Trips*

1. Events
   1. All events organized and advertised though SIE and SIE E-mail lists are official SIE Events.
   2. Planning and implementation of events should follow the processes defined by the SIE Student and Staff Advisor.
2. Trips
   1. All SIE trips should follow the ISU guidelines for Student Organization Travel Authorization.
   2. Deposits should be collected at a predetermined time and need to cover all expenses that may be incurred.
   3. 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*

1. 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.
2. SIE members shall not be required to pay dues.
3. The Fundraising chair shall be in charge of collecting the money after the fundraiser event has occurred. The Student Advisor will then deposit the money.
4. The Treasurer shall keep track of monies collected during on-campus sales events. The Treasurer will also oversee managing all expenses throughout the year. This includes money spent for events, general meetings, food, fundraising events, and end of semester prizes. The Treasurer will ensure the club stays on track with the budget.

# 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.

1. This Constitution and subsequent amendments must be ratified by a simple majority of all in attendance at the meeting.
2. 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: August 31, 2022

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*Heather Bozarth, SIE Staff Advisor*

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# Ricardo Diaz Arranz, SIE President Francisco Javier Lopez Mantecon, SIE Student Advisor