

THE  
CONSTITUTION  
of the  
IOWA STATE UNIVERSITY STUDENT CHAPTER  
of the  
ASSOCIATED GENERAL CONTRACTORS OF AMERICA

ARTICLE I – NAME

The name for this student chapter shall be the Iowa State University Student Chapter of the Associated General Contractors of America.

ARTICLE II – PURPOSE

The purpose and aims of the Student Chapter of the Associated General Contractors shall be:

- To develop an appreciation and understanding of the ideals and objectives of the National Chapter of AGC and to promote these ideals and objectives through the organization.
- To emphasize and promote professional and social aspects of the student organization of Iowa State University.
- To emphasize the educational concepts within the construction industry.
- To acquaint the student with new trends and ideas in construction so that he may be better prepared for his future work.
- To acquaint the student with the present and future scope of construction practice.
- To inform the general student body of Iowa State University and to represent the members collectively in all extra-curricular matters relative to the faculty and students of Iowa State University, the profession, and other campus activities.

This chapter is a non-profit, unincorporated membership association, organized and existing under and by virtue of a charter granted by the Associated General Contractors of America through the sponsoring of Master Builders of Iowa organization in Des Moines, Iowa, in accordance with the respective bylaws of the National Association and the sponsoring organizations.

ARTICLE III – STATEMENT OF COMPLIANCE

Iowa State University Student Chapter of the Associated General Contractors of America abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. Iowa State University Student Chapter of the Associated General Contractors of America agrees to annually complete President's Training, Treasurer's Training and Adviser Training (if required).

#### ARTICLE IV – NON-DISCRIMINATION STATEMENT

Iowa State University Student Chapter of the Associated General Contractor 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 – MEMBERSHIP

Section A – Membership shall be open to all registered students in good standing at Iowa State University.

Section B – Verbal application shall be submitted to the student chapter and membership shall be granted when the chapter dues have been paid.

Section C – Membership shall be renewed at the beginning of each Fall Semester with the payment of dues. Students graduating at the end of Fall Semester will pay a semester's dues.

Section D – Dues shall be paid to the Treasurer for the fiscal year being July 1 to June 30.

Section E – Rights of members

1. All members in good academic standing shall enjoy all voting privileges and shall be eligible for appointment to an officer position.
2. All members shall conduct themselves in a proper manner when involved in chapter functions, both on and off campus.
3. Any member may drop from the chapter at any time.
4. The dues paid by the member are non-refundable.
5. A member may be removed from the chapter for any action detrimental to the character or name of the student chapter.
6. Removal of the member will be by a recommendation by the cabinet and a secret vote of the chapter, two-thirds majority vote ruling. A member must be notified one week prior to voting on the recommendation of his removal and may appeal any such recommendation.

Section F – A member is considered to be an active AGC member for the given semester if he/she completes the following:

1. Attends 2 AGC monthly meetings
2. Participates in one (1) social activity
3. Participates in one (1) community service activity
4. Participates in a second community service or social activity.

#### ARTICLE VI – RISK MANAGEMENT

The role of risk management officer is shared by several cabinet members. The primary risk management officers are the two Community Service Representatives I & II. The Vice President is the risk management officer for the Thanksgiving Break and Spring Break service trips each year.

The role of the risk management officers is defined as follows:

1. Help minimize potential risks for club activities and

2. Recommend risk management policies or procedures to the AGC Student Chapter and
3. Submit documentation to ISU's Risk Management Office and
4. Ensure that Iowa State University policies are followed at all of the organization's events and
5. Ensure that proper waivers and background checks are on file with Risk Management for events (if applicable)

## ARTICLE VII – OFFICERS

Section A – Officers of the Student Chapter shall be: President (prior cabinet member), Vice President, Secretary, Treasurer, Membership Director, Industry Representative, Community Service Representative I, Community Service Representative II, Events Director, Field Trip Coordinator (Sophomore Classification), Webmaster/Social Media Chair, Curriculum Committee (Voting Member), Curriculum Committee (Non-Voting Member), and Engineering Student Council Representative (Sophomore Classification).

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).

Section B – Officers are elected to office for a term of one year, beginning the Monday after Spring Graduation

Section C – Duties of Officers:

1. The President shall be a prior cabinet member and preside at all meetings, chair all meetings of the executive committee and carry out the administrative duties of the chapter.
2. The Vice-President shall perform the presidential duties in the absence of the president and shall act as program chairman for the chapter meetings. The Vice-President coordinates monthly speakers and leads the high school outreach opportunities. Additionally, the Vice-President is responsible for organizing the Thanksgiving Break and Spring Break service trips. The Vice President shall also serve as the Risk Management officer for the

Thanksgiving Break and Spring Break service trips that they plan and organize and shall comply with all Risk Management policies and procedures as outlined in ARTICLE V – RISK MANAGEMENT.

3. The Secretary shall keep all records of chapter executive meetings, keep all minutes of the chapter monthly meetings, compile the AGC Outstanding Student Chapter submission, submit write-up for the Erector Set, update the AGC bulletin board, create monthly meeting fliers, and collect/organize all event forms.
4. The Treasurer shall conduct chapter financial transactions, make monthly financial reports to the chapter members, collect dues and keep chapter financial ledgers and statements. The treasurer shall coordinate the OSHA 10 Hr. training each fall semester.
5. The Membership Director shall keep record of student chapter members' attendance at monthly meetings. The Membership Director is also in charge of keeping a list of all activities and attendance list for each activity. The Membership Director shall order the pizza or snacks for each monthly meeting. Additionally, the Membership Director shall organize and execute the clothing order for both the Fall and Spring semester.
6. The Industry Representative shall stay in close communication with the Associated General Contractors of America Iowa Chapter as well as the Master Builders of Iowa. Also, the Industry Representative shall coordinate chapter events in conjunction with the MBI Convention, the AGC of Iowa Convention, and A.C.E. Mentor program of Central Iowa. The Industry Representative will be responsible for organizing social events, typically one a month.
7. Community Service Representative I & II shall share the following duties equally regardless of seniority on cabinet or of school classification: Plan and organize all community service opportunities the student chapter will participate in and submit an event form to the Secretary and Membership Director in order to keep record of those student chapter members in attendance for such events. The Community Service Representatives shall also maintain organization, inventory, and cleanliness of the chapter's tool trailer. Both Community Service Representatives shall also serve as the Risk Management officer for the community service events that they plan and organize and shall comply with all Risk Management policies and procedures as outlined in ARTICLE V – RISK MANAGEMENT.
8. The Engineering Student Council Representative shall be of sophomore status in the Construction Engineering Program, attend all Engineering Student Council meetings and report all updates and announcements back to the executive committee. Additionally, the ESC Representative shall help coordinate spring events formerly associated with VEISHEA. The ESC Rep shall also coordinate volunteers to help participate in Ames Middle School Days, and Engineering Day at the Mall.

9. The Field Trip Coordinator shall be of sophomore status in the Construction Engineering Program, organize all field trip opportunities for the student chapter members and submit an event form to the Secretary and Membership Director in order to keep record of those student chapter members in attendance for such activities. The Field Trip Coordinator is responsible for providing soda/pop/water at monthly meetings.
10. The Webmaster/Social Media Chair is responsible for updating the AGC website with recent news, photographs, contact information and information on the student chapter. In addition, the Webmaster/Social Media Chair is responsible for ensuring that any problems students see with the computer labs located in Town Engineering are dealt with accordingly. The Webmaster/Social Media Chair deals with all chapters related social media such as Facebook, and YouTube, and prepares online election forms and creates visual representation of candidates for election night and the chapter's website.
11. The Curriculum Committee (Voting Member) shall attend all Construction Engineering Curriculum Committee meetings and voting on changes in the curriculum. The Curriculum Committee chair is also responsible for addressing issues this organization's members have to the rest of the curriculum committee. Also, the Voting Member shall conduct a 'Town Hall' meeting during the Fall and Spring semester to allow students to voice concerns/feedback about the Construction Engineering Program.
12. The Curriculum Committee (Non-Voting Member) is responsible for the same issues as the voting chair; however, is unable to vote on curriculum changes. Additionally, the Non-Voting Member is responsible for organizing and recording attendance of Intramural Sports for chapter members.
13. The Events Director is responsible for the organization of the annual technology fair, ConE spring awards banquet, and AGC golf outing. Additionally, the Events Director shall organize First Aid/CPR Training for chapter members, which shall occur every other year (currently taking place during the month of January on even numbered years).
14. The Adviser is responsible for maintaining contact with the above officers on a regular basis, for approval of financial expenditures, and maintaining conformity with the standards set forth by Iowa State University and Student Activities Center.

Section D – Election of Officers:

1. Officers and Representatives shall be elected by a general election within the chapter. Elections shall be by majority of the chapter.
2. Nominations will be by self-nomination through an online application that will be available to all prospective candidates two week prior to the general election. The completed application is due **one week** before the general election meeting.
3. A meeting will be held by the cabinet to answer any questions from prospective candidates giving them an opportunity to learn what each position is about. Each cabinet member is required to attend. This question and answer meeting will be held **one week and one day** before the election meeting.

4. The application/qualifications page will then be posted on the website by the webmaster the following day. The application/ qualifications page will include information such as name, positions running for, year in program, semesters of active membership, why good for positions applying for, and a short bio.
5. The general election will be held at the April meeting. The candidates will speak **ONCE** at the beginning of the meeting for a maximum of thirty seconds. During this, their qualifications page will be displayed on the projector screen. Then, the cabinet positions will be voted on in the following order:
  1. President
  2. Vice President
  3. Treasurer
  4. (2) Community Service Representatives
  5. Events Director
  6. Industry Representative
  7. Membership Director
  8. Field Trip Coordinator
  9. Curriculum Committee Non-Voting Member
  10. Secretary
  11. ESC Representative
  12. Webmaster
6. The voting process will consist of a heads down, hands up count. The candidates' names up for election of each position will be presented on the projector screen during that particular position's vote. The names will be preloaded onto the presentation and will have to be adjusted as candidates get elected or drop out.
  1. In the event that a position has no candidates available because the eligible predetermined candidates have been already elected to previous positions, an open nomination will then ensue. Nominees must be nominated by another member and then seconded by a second member. Then, the nominee must accept the nomination to be eligible. This will continue until all nominees have been collected. Nominees will then have 1-2 minutes to give a presentation. After this, the voting will occur as stated by the process above.
7. The term to be served is one year and shall start the following fall semester of classes, unless otherwise noted as is the case with the curriculum committee position(s).
8. The Adviser shall be elected by majority vote within the Cabinet and shall remain in that position until the Adviser chooses to step down. Reference ARTICLE VIII – ADVISER for further details.
9. Section E – A meeting between the executive council and the faculty will take place to agree upon an adviser for the chapter. Reference ARTICLE VIII – ADVISER for further details.

Section F – Officers are requested to give one month notice to the chapter prior to the effective date of resignation so that a replacement may be elected.

Section G – Any Officer or Adviser may be removed from office for:

1. Neglect of duty
2. Incompetence

3. Any act detrimental to the character of the chapter; by a petition signed by 30% of the membership being placed in the hands of the executive committee stating reasons for such action. The petition shall be reviewed by the executive committee who shall decide if enough evidence has been presented to merit the charge of the petition. Then, the action may be placed before the student chapter for a vote. A secret ballot of two-thirds majority vote is sufficient to remove an officer from his office. If not a two-thirds majority, said officer may be asked by the executive committee to resign from his office.

#### Section H - Executive Committee

1. The executive committee shall be composed of the cabinet officers of the chapter and faculty Adviser.
2. The executive committee shall direct, control and administer affairs of the student chapter. It shall carry out policies and instruction of the student chapter adopted by any duly called meeting and shall act for and on behalf of this chapter in all matters within its jurisdiction.
3. Any vacancies occurring during the year may be filled by a special election at time of vacancy, following the election guidelines stated in Article VII, Section D

### ARTICLE VIII - ADVISER

#### Section A – Adviser Duties

1. The adviser shall give general advice to the cabinet members regarding the operations of the student chapter.
2. The adviser shall review and either approve or deny all financial transactions of the student chapter.
3. The adviser shall review and either approve or deny all planned student travel activities by reviewing each travel activity as submitted by the responsible cabinet member using the Student Organization Travel Authorization system.

#### Section B – Selection of Adviser

The adviser shall be appointed by the academic department, upon the agreement of the faculty member being appointed, and upon an affirmative vote of the cabinet members.

#### Section C - Adviser's Term of Service

The adviser serves at their leisure on a voluntary basis each year until they either resign their position, or the department appoints another faculty member as adviser.

#### Section D - Removal of Adviser

The adviser may be removed by a majority vote of the cabinet members after meeting as a cabinet to discuss the reasons for removal of the adviser. The adviser shall be present at this meeting to allow the adviser to respond to the cabinet member's concerns. The final vote to remove the adviser shall be by secret ballot without the adviser present in the room

during the voting process. The outcome of the vote to remove the adviser shall be communicated orally to the adviser at the conclusion of the counting of the votes.

#### Section E – Replacement of Advisers

In the event that the cabinet has voted to replace the adviser, the cabinet shall initiate a search for another faculty member to serve as the adviser. The cabinet shall appoint the president to work with the department administration in an effort to identify a faculty member that is willing to serve as the adviser to the student chapter. Jointly the cabinet and the department administration will agree on a suitable faculty member as the replacement adviser.

### ARTICLE IX - FINANCES

Section A - All transactions through this organization shall be handled by the organization Treasurer in accordance with the below statement. In the happenings that this organization was to dissolve all current funds will be used to pay outstanding debts and then turned over to the Iowa State University Construction Engineering Department.

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 each expenditure before payment.

Section B - The amount of the dues shall be determined in the beginning of the academic year by the Executive Committee by a  $\frac{3}{4}$  vote. Dues may be paid at anytime during the semester. The treasurer shall maintain all financial records and shall countersign with the Adviser for all organization transactions. The maximum price of dues per semester shall be \$30.

### ARTICLE X – STANDING COMMITTEES

Standing committees may be appointed by the President on a voluntary basis. Size and duties of the standing committee shall be determined by the Executive Committee.

### ARTICLE XI – MEETINGS

Section A - Meetings shall be held on the first Wednesday of each month of the academic year at 7 PM. Special meetings may be called by a majority vote of the chapter or by a two-thirds vote of executive committee.

Section B - Executive Committee meetings shall be held the Sunday prior to the monthly meeting, or on a date mutually agreed upon by the Executive Committee.

### ARTICLE XII – RULES

Section A – All articles shall be governed by Robert’s Rules of Order and the President shall have a copy of said rules at each meeting.



Section B – A copy of this constitution shall be present at all meetings.

#### ARTICLE XIII – AMENDMENT

Amendments to the constitution may be proposed by petition of any member of the chapter. The amendment shall be presented at a cabinet meeting, debated and voted upon on at a cabinet meeting. Amendments shall be in effect upon approval of a two-thirds vote of the cabinet members.

#### ARTICLE XIV – RATIFICATION

The constitution shall be presented at a minimum annually at the second cabinet meeting, or more frequently as the need arises for debate. When all changes and corrections have been made it shall be voted upon and passed with a two-thirds affirmative vote by the cabinet members at a cabinet meeting.

#### ARTICLE XV – BUSINESS TRANSACTIONS

Section A – A quorum shall be necessary for the transaction of any business at a meeting of the chapter. A quorum shall consist of one-half of the total number of all active members present at each meeting, including at least two officers.

Section B – A quorum in the executive committee shall be one-half of all members.