

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

ARTICLE I – NAME

The name for this student chapter shall be Associated General Contractors of America (AGC) Student Chapter at Iowa State University.

ARTICLE II – PURPOSE

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

1. 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.
2. Emphasize and promote professional and social aspects of Iowa State University.
3. Emphasize educational opportunities within the construction industry.
4. Acquaint the students with new trends and ideas in construction so that students may be better prepared for their future work.
5. Acquaint the student with the present and future scope of construction practice.
6. Inform the general student body of Iowa State University and to represent the members collectively in all extra-curricular matters related 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

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

ARTICLE IV – NON-DISCRIMINATION STATEMENT

Iowa State University and the be Associated General Contractors of America (AGC) Student Chapter at Iowa State University 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

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 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 primary cabinet member responsible for risk management is the President. However, the cabinet member charged with planning and executing an event is responsible for aiding in risk management during the event. All AGC cabinet members are expected to assist with risk management during events.

The following items are to be coordinated by the person responsible for risk management:

1. Help minimize potential risks for club activities.
2. Recommend risk management policies or procedures.
3. Submit all required documentation to the Office of Risk Management.
4. Ensure that all waivers and background checks (if required) are on file with the Office of Risk Management.

5. Ensure that all participants follow Iowa State University policies.
6. Ensure that all local and federal laws are followed before, during, and after the event.
7. Identify possible task-related risks and communicate a safety plan with all participants.
8. Actively monitor and mitigate risks before, during, and after the event.

ARTICLE VII – OFFICERS

Section 1 – Qualifications

1. All officers must be in good standing with the university during their entire term of office.
2. All officers must be 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.
3. 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.
4. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).
5. Officers are elected for a term of one year, beginning the Monday after Spring Graduation unless otherwise noted.

Section B – Elections

1. Cabinet member elections shall take place during the last general meeting of the fall and spring semesters. This meeting should typically fall the week before prep week, but should be no earlier than within the last month of the semester. Special elections may also occur during any other general meeting if a cabinet member steps down or is removed from office during the school year.
2. Self-nomination of potential cabinet members shall begin no less than two weeks prior to the election. An online application shall be sent by email to all AGC members and will include information such as name, position(s) running for, year in program, semesters of active membership, why the applicant is qualified for the position, and a short bio.
3. During the cabinet member elections, each nominated candidate shall have the opportunity to talk for thirty seconds during each of the position specific elections they have run for. While the candidate is speaking, their application page should be displayed

on a projector screen. After all candidates have spoken for a given position, the candidates will leave the room and voting shall commence.

4. If a position has no eligible candidates, members are allowed to nominate another member for the position. The nominee is eligible to either accept or decline the nomination. Nominations will continue until all nominees have been collected. Candidates running from the floor are entitled to a one-minute speech, after which they will leave the room for voting to commence.
5. Voting will be done by a head down, hand up vote, with the acting President and Vice President responsible for counting and recording votes. A simple majority vote is required for a candidate to be elected. If no candidate has the majority vote, the candidate with the lowest number of votes shall be removed from the ballot and a vote between the remaining candidates shall occur.
6. Voting shall commence in the following order:
 - a. President
 - b. Vice President
 - c. Treasurer
 - d. Community Service Representative I
 - e. Community Service Representative II
 - f. Events Director
 - g. Engagement Coordinator
 - h. Field Trip Coordinator
 - i. Membership Director
 - j. Secretary
 - k. Webmaster

Section C – Officers

1. President – Must have previously served on cabinet. Presides over monthly and cabinet meetings; carries out the administrative duties of the chapter; sets and monitors chapter goals. Acts as primary officer responsible for risk management.
2. Vice President – Must have attended at least two previous service trips. Carries out presidential duties in the absence of the president; coordinates monthly speakers; organizes and attends the fall and spring break service trips; responsible for risk management during the fall and spring break service trips; submits a log of all event participants to the membership director after each service trip.
3. Treasurer – Conducts chapter financial transactions; keeps accurate records of all financial ledgers and statements; prepares a monthly financial report; collects dues and submits a log of all dues-paying members to the membership director.
4. Community Service Representative I – Shares all responsibilities with Community Service Representative II. Plans and organizes all local community service activities; responsible for risk management during community service activities; submits a log of all

event participants to the membership director after each event; organizes, inventories, and maintains the chapter's tool trailers; provides soda and water at monthly meetings; signs up for and completes the Iowa State University van and trailer training. Serves during the spring to fall semesters.

5. Community Service Representative II – Shares all responsibilities with Community Service Representative I. Plans and organizes all local community service activities; responsible for risk management during community service activities; submits a log of all event participants to the membership director after each event; organizes, inventories, and maintains the chapter's tool trailers; provides soda and water at monthly meetings; signs up for and completes the Iowa State University van and trailer training. Serves during the fall to spring semesters.
6. Events Director – Must have previously served on the Events Committee. Organizes the Construction Engineering Spring banquet and golf outing; responsible at the start of the spring semester for organizing and leading the Events Committee consisting of five individuals to help plan and execute the spring banquet and golf outing; plans social events with the Engagement Coordinator.
7. Engagement Coordinator – Must be of sophomore status within the Construction Engineering program during their term. Communicates and coordinates with the AGC of Iowa Chapter and Master Builders of Iowa (MBI); designs and builds a mini-golf hole for the MBI convention; organizes company information sessions in conjunction with Engineering Career Services; submits a log of all event participants to the membership director after each event; plans social events with the Events Director. Attends all Engineering Student Council meetings; reports all updates and announcements at the first cabinet meeting following an ESC meeting.
8. Field Trip Coordinator - Be of sophomore status within the Construction Engineering program during their term. Organizes at least one local field trip per month and one out-of-state field trip per semester; completes all required university paperwork for field trips; submits a log of all event participants to the membership director after each event. Serve as banquet cochair and assist Events Director.
9. Membership Director – Creates and maintains a record of student chapter members' attendance at chapter events such as meetings, socials, and community service opportunities; orders food for each monthly meeting; Organizes intramural sports signups and events during both the fall and spring semesters; submits a log of all event participants to the cabinet after each event.
10. Secretary – Records meeting minutes for all cabinet and monthly meetings; submits a log of all meeting attendees to the membership director after each monthly meeting; compiles the AGC Outstanding Student Chapter submission; updates and maintains the AGC bulletin board; creates monthly meeting fliers; checks the AGC mailbox weekly. Serve as banquet cochair and assist Events Director.

11. Webmaster – Updates the AGC website with recent news, photographs, contact information, and general chapter information; maintains and posts all official AGC social media, including Facebook, YouTube, and LinkedIn; creates an annual video highlighting our student chapter that is played at the Con E Banquet; creates and posts other online content as required. Organizes and executes all clothing orders.

Section D – Removal of Officer from Office

1. Resigning officers are requested to give one month’s notice prior to their effective resignation date so that a replacement may be elected
2. Any officer may be removed from office for:
 - a. Neglect of Duty
 - b. Incompetence
 - c. Any act detrimental to the character of the chapter
3. An officer may be removed by a majority vote of the cabinet members after meeting as a cabinet to discuss the reasons for removal of the student officer. The Adviser shall be present at this meeting and only cast a vote in the event of a tie. The officer that is pending removal shall be present during the meeting to allow for response to the cabinet member’s concerns. The final vote to remove the officer shall be by secret ballot without the officer present in the room during the voting process. The outcome of the vote to remove the officer shall be communicated orally to the student at the conclusion of the counting of the votes and denoted in the meeting minutes.
4. If the cabinet has voted to remove an officer or an officer has resigned, the cabinet shall hold a special election at the next regular monthly student chapter meeting to fill the vacancy.

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

1. 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

2. 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

3. 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

4. If 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 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 - Transactions

1. All transactions through this organization shall be handled by the organization Treasurer in accordance with the following statement: 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.
2. 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.

Section B - Dues

1. 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 any time 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 - General Meetings

1. General 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 - Cabinet Meetings

1. Cabinet meetings shall be held on the Sunday prior to the monthly meeting, or on a date mutually agreed upon by the cabinet and Adviser.

ARTICLE XII – RULES

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

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. Upon approval of any amendments to the constitution, the student chapter president or Adviser will submit the constitution to the office of Student Engagement no later than 10 days after the vote.

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. Upon annual ratification of the constitution, the student chapter president or Adviser will submit the constitution to the office of Student Engagement no later than 10 days after the vote.

ARTICLE XV – BUSINESS TRANSACTIONS

Section A – General Meetings

1. 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 – Cabinet Meetings

1. The quorum of the cabinet shall be one-half of all members.