

**The Constitution of the  
Iowa State University Chapter  
of the National Electrical Contractors Association**

**Article I: Name & Relationship to Iowa State**

The name of this organization shall be Iowa State University National Electrical Contractors Association Abbreviation: ISU NECA.

**Article II: Laws Enumerated:**

The Organization shall be governed by the following:

1. State and Federal Laws
2. Iowa State University rules and regulations
3. Student Activity Center policies
4. ISU NECA constitution and by-laws

**Article III: Purpose and Goals:**

The purposes of the organization are as follows:

1. To integrate students and young professionals into the Electrical Construction Industry.
2. To promote interaction between construction engineering and electrical engineering students and professionals of Electrical Construction.
3. To help said students in pursuit of internships, co-ops, and future employment.

**Article IV: Membership**

Membership shall be open to all registered students and faculty at Iowa State University. Active membership shall be achieved when a student has attended 2 monthly meetings a semester, attended 1 social/volunteer event, and paid their dues.

**Article V: Dues**

The semester or annual Organization dues of \$15 or \$25 respectively, for all members, will be due by the end of the given semester to ensure active membership.

**Article VI: Monthly Meetings**

Monthly meetings shall be held once per month during the Fall and Spring semesters at such date as may be determined by the executive committee. Notice of the day, time, and place of any meeting shall be delivered not less than one week before the date of the meeting.

## **Article VII: Executive Committee**

Section A: The Executive Committee shall comprise of all elected officers of the organization. The term of office shall be one full year, beginning at the conclusion of the last meeting of the semester.

Section B: The affairs of the Organization shall be managed by the Executive Committee, which shall have supervision, control and direction of the affairs of the Organization.

## **Article VIII: Officers**

Section A: Election of officers:

1. All Executive Committee positions are open to any active member of the organization, except for the Presidency. The Presidency candidate must have been a past Executive Committee member. In the absence of such case, the candidate who is nominated must be preapproved and deemed capable to hold the office by the Executive Committee.
2. A candidate must first be nominated by the membership and must receive a second motion to be put on the ballot for office. Then election of officers will require a majority vote from the general membership. If a candidate fails to receive a majority of votes, a runoff election shall be held within the top two candidates that received the most votes.
3. The Officers of the Organization shall be elected by the voting members at the last meeting of the semester, and begin their duties at the conclusion of the meeting.
4. Each officer shall hold office until his or her successor has been duly elected.
5. No person shall be a candidate for office without his or her prior consent.

Section B: Terms of Office:

Members interested in becoming an officer must meet the following academic requirements:

- (a) Have a minimum grade point average (GPA) of 2.00 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. In order for this provision to be met, at least six hours (half-time credits) must be taken for the semester under consideration.
- (b) 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(s) as defined by the Continuous Registration Requirement) during their term of office. A member may also meet this requirement if they are on a co-op/internship that is approved as full-time student status by the university.
- (c) Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).

Section C: A vacancy in any office shall be filled by the executive committee for the unexpired portion of the term. A vote of at least  $\frac{3}{4}$  majority by current officers must be met to fill any open positions.

## Section D: Officer Duties:

### 1. President:

- a. Be the Official Representative for ISU NECA
- b. Preside over all meetings
- c. Represent ISU NECA at all levels: student, faculty, administrative, industry and community
- d. Ensure that the Organization is operating in conformity with the standards set forth by Iowa State University and the Student Activities Center
- e. Maintain communication with Organization adviser
- f. Receive all ISU NECA correspondence and shall sign all outgoing correspondence
- g. Oversee and approve all expenditures and financial transactions
- h. Oversee that the rest of the Executive Committee are performing to standard

### 2. Vice President:

- a. Preside over meetings in the absence of the President or in the event of the President's inability to act
  - i. Perform the duties of the President and, when so acting, shall have all of the powers of the President
  - ii. Be subject to all of the restrictions upon the President
- b. Schedule meetings/events and locations with appropriate University offices
- c. Assist the President in matters needing more than 1 person to fulfill

### 3. Secretary:

- a. Maintain an accurate record of all organization meeting minutes and post for members
- b. Maintain membership directory; including, but not limited to all:
  - i. Member names
  - ii. Phone numbers
  - iii. E-mail addresses
  - iv. Year/Graduation Date
- c. Correspond, when necessary, with University administration and other recognized organizations.

### 4. Treasurer:

- a. Maintain accurate record of organization transactions
- b. Collect dues
- c. Order food and drinks for monthly meetings
- d. Develop Organization budget and present to membership for  $\frac{3}{4}$  vote
- e. Co-sign Organization checks along with the Adviser
- f. Arrange fund-raising opportunities for the Organization
- g. Solicit additional funding, if needed, from the Student Government
- h. Meet with President once a month to discuss debits/credits

## Section E: Officer Removal

Officers may be removed from office by  $\frac{1}{2}$  vote of the other officers and  $\frac{3}{4}$  vote of the general membership if actions are deemed inappropriate by the membership. The officer is permitted to speak before the Executive Committee and the general membership about the charges made concerning his/her performance. The officer is not permitted to participate in the deliberation of the Executive Committee regarding the charges.

### **Article IX: Adviser(s)**

1. Adviser(s) is responsible for maintaining contact with the members of the Executive Committee or Officers on a regular basis for approval of financial expenditures and maintaining conformity with the standards set forth by Iowa State University and the Student Activities Center.
2. Adviser(s) shall serve year to year, and be appointed by the department at the beginning of each academic year.

### **Article X: 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 Adviser to this Organization must approve and sign each expenditure before payment.

### **Article XI: Amendments**

#### AMENDMENTS:

Amendments to this constitution must be submitted in writing at a regular meeting of the Organization. Said amendment(s) will be voted on at a subsequent meeting. In order to adopt the amendment, a vote of  $\frac{2}{3}$  of the general membership is necessary. Amended constitution will be submitted within 10 days to the Student Activities Center for approval.

This constitution of the Iowa State University Student Chapter of the National Electrical Contractors Association is approved by:

\_\_\_\_\_. ISU NECA President

Printed name: \_\_\_\_\_ Date: \_\_\_\_\_.

\_\_\_\_\_. ISU NECA Advisor

Printed name: \_\_\_\_\_ Date: \_\_\_\_\_.

\_\_\_\_\_. ISU NECA Treasurer

Printed name: \_\_\_\_\_ Date: \_\_\_\_\_.