

## **Article 1: Name**

The name of this organization shall be American Society for Engineering Education (ASEE). ASEE is a student organization affiliated with Iowa State University.

## **Article 2: Purpose & Goals**

ASEE exists to promote engineering education to K-12 students in Iowa, demonstrating to them the benefits of pursuing a career in engineering or other science/technology related disciplines. American Society for Engineering Education abides by and supports established Iowa State University policies, State and Federal laws.

## **Article 3: Membership**

Membership shall be open to all registered students at Iowa State University. There are no requirements to maintaining membership in good standing with American Society for Engineering Education.

## **Article 4: Officers**

Officer positions & duties:

1. President
  - a. Preside over meetings
  - b. Coordinate directly with advisor
  - c. Represent organization on campus and in meetings
2. Vice-President
  - a. Assist the President during meetings
  - b. Assume the President's duties when he/she is unavailable
  - c. Schedule outreach events
3. Treasurer
  - a. Maintain records of the organization's finances
  - b. Cosign organization checks with Advisor
  - c. Work for additional funding when needed
4. Camp Organizer
  - a. Plan and execute on summer camp activities when they are scheduled by the cabinet
5. Activity Coordinator
  - a. Create lesson plans for activities with K-12 students
  - b. Organize materials for activities
  - c. Execute activities with groups
6. Advisor
  - a. Maintain communication with officers regularly
  - b. Provide support and communication with University staff and faculty
  - c. Ensure organization is in compliance with ISU student organization regulations.

The officers of this organization must meet the following requirements:

- (a) Have a minimum cumulative grade point ratio (GPA) as stated below and meet that minimum cumulative 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 cumulative 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.

- (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 as defined by the Continuous Registration Requirement) during their term of office.
- (c) Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b)."

All officer positions are to be held for one calendar year, and are subject to re-election by the general body at the end of each academic year (i.e. end of Spring semester). Officers are elected by a 1/2 majority of member votes.

To remove an officer from the cabinet, the remainder of the organization's cabinet will hold a vote via secret ballot. A 3/4 majority is required to remove an officer from the cabinet. The removed officer will be notified prior to notification of the general body.

In the event that an officer resigns or is removed from office, a vote of the general body will be held at the next general meeting to replace them. This election will maintain the same requirements and the annual officer elections.

## **Article 5: 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 24 hours after collection. The Adviser to this organization must approve and sign each expenditure before payment.

Dues are not required or collected for ASEE. Should the organization be dissolved, funds will be given to the College of Engineering Pre-collegiate Programs, under the direction of the organization's Advisor.

## **Article 6: Amendments & Ratification**

Constitutional amendments may be presented by any cabinet member and are approved by a 3/4 majority vote of all cabinet members. This constitution will be adopted upon a 1/2 majority vote by all student organization members. Ratified or amended constitutions must be submitted to Student Activities Center within 14 days for final approval.