

# TEAM Constitution

## Article I NAME

The name of this organization shall be **The Engineering Ambassador/Mentor Program (TEAM)** of Iowa State University.

## Article II PURPOSE

TEAM dedicates itself to serving as both ambassadors for Iowa State's College of Engineering and mentors to future engineering students. In fulfilling this mission, TEAM involves its members in opportunities where they can enhance their interpersonal skills and interact with a diverse community of people.

## Article III MEMBERSHIP

### A. Eligibility

- a. TEAM is open to registered engineering students in good standing at Iowa State University.
- b. Iowa State University and TEAM do not discriminate on the basis of pregnancy, physical or mental disability, genetic information, ethnicity, sex, race, color, religion, national origin, age, marital status, sexual orientation, gender identity, or status as a U.S Veteran
- c. One must have at least one year of school remaining.

### B. Recruitment

- a. Interested students apply at the beginning of each term.
- b. From the applications received, candidates will be selected for a personal interview.
- c. Personal interviews will be conducted the week after applications are closed. The final selection of ambassadors will occur after all interviews are conducted, and TEAM Board has reviewed all interviewed candidates.
- d. New members shall be invited to the first general meeting after selection.

### C. Term of Service

- a. Members are required to attend all general meetings, if possible.
  - i. Email Business Manager if unable to attend by 11:59 PM Wednesday night before meeting.
  - ii. 3 unexcused absences (from meetings or scheduled activities) per semester allowed.
- b. Sign up for at least 2 events per semester outside of daily tours.
  - i. Show up to events, or let Events Chair know at least 24 hours in advance.
  - ii. Less than 24 hours' notice counts as an unexcused absence unless approved by Events Chair.
- c. Give weekly or bi-weekly tour (2:10) as assigned.
  - i. If unable to give tour, notification must be given at least 24 hours in advance.
  - ii. Less than 24 hours' notice counts as an unexcused absence unless approved by Tour Leader.
- d. Learn the Engineering Tour by the end of your second semester in TEAM.
- e. Maintain the ability to give a solo tour throughout time with TEAM.
- f. Members are encouraged to serve on TEAM until graduation and are obligated to serve for two semesters.

## Article IV OFFICERS

### A. Eligibility

- a. Must have a minimum cumulative grade point average (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.
  - i. For undergraduate 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.
- 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. Members would be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).
- d. Applicants for Business Manager, Tour Scheduling Chair, Tour Information Chair, Social Chair, Publicity and Recruitment Chair and Webmaster must have one semester of experience as a TEAM member.
- e. Applicants for President must have one previous semester of Executive Board experience or must be nominated by an adviser. A vote will still be held even if only one candidate runs.
- f. Applicants for Events Chair and Treasurer are highly recommended to have one semester of Executive Board experience.
- g. Applicants for all board positions must have College of Engineering tour checked off by the end of the semester in which they apply.

### B. Officers.

*TEAM Executive Board consists of the following positions, which are listed in order of succession, with the exception of the adviser:*

- a. President
  - i. Roles and Responsibilities
    1. Represent TEAM on campus
    2. Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and the Student Activities Center
    3. Complete University President's training
    4. Take minutes at general TEAM meetings and TEAM board meetings.
    5. Attend all Engineering Student Council (ESC) meetings and keep ESC updated on organization activities
      - a. May appoint a delegate as needed
    6. Maintain communication with organization adviser
    7. Actively participate in TEAM events
    8. Attend all TEAM and board meetings or appoint a delegate to represent them
- b. Treasurer
  - i. Roles and Responsibilities
    1. Maintain accurate records of organization transactions
    2. Complete University Treasurer's training
    3. Arrange fundraising opportunities for the organization, as needed
    4. Solicit funds from Engineering Student Council when needed
    5. Serve as one of the purchasing card holders for TEAM or appoint a student delegate to do so; support the other purchasing card holder
    6. Actively participate in TEAM events
    7. Attend all TEAM and board meetings or appoint a delegate to represent them

- c. Business Manager & Risk Management
  - i. Roles and Responsibilities
    - 1. Maintain official roster and attendance records
    - 2. Manage Risk for the Organization
      - a. Recommend Risk Management Policies or Procedures to TEAM
      - b. Submit documentation to Iowa State's Risk Management Office
      - c. Ensure that Risk Management procedures are implemented at all of the organization's events
    - 3. Actively participate in TEAM events
    - 4. Attend all TEAM and board meetings or appoint a delegate to represent them
- d. Events Chair
  - i. Roles and Responsibilities
    - 1. Coordinate events for TEAM
      - a. Keep the schedule of events accurate and up-to-date
      - b. Schedule the TEAM personnel needed for each event
      - c. Keep track of TEAM member participation in events
      - d. Meet with TEAM adviser on a regular basis to discuss upcoming events
    - 2. Actively participate in TEAM events
    - 3. Attend all TEAM and board meetings or appoint a delegate to represent them
- e. Tour Scheduling Chair
  - i. Roles and Responsibilities
    - 1. Organize TEAM members into daily tour groups at the beginning of the semester
    - 2. Appoint leaders for each daily tour group
    - 3. Work with Events Chair to secure engineering tour guides for special events
    - 4. Keep an accurate record of attendance for daily tours
    - 5. Keep communication between daily tour groups and communicate to tour groups if a tour guide will not be present for that day's tour
    - 6. Meet and communicate with adviser
    - 7. Weekly review the number of expected attendees for each day and adjust the number of tour guides for those days, as needed
    - 8. Schedule tour leader meetings as needed
    - 9. Actively participate in TEAM events
    - 10. Attend all TEAM and board meetings or appoint a delegate to represent them
- f. Tour Information Chair
  - i. Roles and Responsibilities
    - 1. Organize tour training for the organization each semester
    - 2. Keep members up to date with the latest information regarding the College of Engineering that would be relevant for tours
    - 3. Schedule speakers and lab tours for general meetings
    - 4. Take notes on all informational presentations or delegate another member to document a written summary
    - 5. Actively participate in TEAM events
    - 6. Attend all TEAM and board meetings or appoint a delegate to represent them
- g. Publicity and Recruitment Chair
  - i. Roles and Responsibilities
    - 1. Recruit new TEAM members and publicize TEAM's name and accomplishments
    - 2. Advertise TEAM recruitment through print, online or in person, as appropriate
    - 3. Send emails to individuals who have expressed interest

4. Make available applications and interview times for applicants. Schedule board members to help with interviews
  5. Actively participate in TEAM events
  6. Attend all TEAM and board meetings or appoint a delegate to represent them
- h. Social Chair
- i. Roles and Responsibilities
    1. Organize a social event for general meetings as appropriate
    2. Advertise service opportunities for TEAM members as needed
    3. Organize social events outside of general meetings for TEAM members
    4. Actively participate in TEAM events
    5. Attend all TEAM and board meetings or appoint a delegate to represent them
  - i. Webmaster
    - i. Roles and Responsibilities
      1. Maintain TEAM's webpage
      2. Work with Events Chair to keep the schedule of events on the webpage accurate and up-to-date
      3. Update the TEAM roster, TEAM Board roster, Tour Script, Lab Tour Script, TEAM Constitution, and events calendar on the webpage during the first week of the semester. Process changes to the webpage immediately.
      4. Work to improve TEAM webpage
        - a. Take pictures at TEAM events to use on the webpage
        - b. Pursue ideas to make the webpage more user-friendly
      5. Work with College of Engineering (CoE) webpage designers to make sure TEAM and CoE web page work together effectively
      6. Maintain an accurate record of all organization meetings and post for members
      7. Actively participate in TEAM events
      8. Attend all TEAM and board meetings or appoint a delegate to represent them
    - j. Adviser
      - i. Roles and Responsibilities
        1. Maintain communication and meet with officer(s) regularly
        2. Awareness and approval of financial expenditures
        3. Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and the Student Activities Center

### C. Elections

- a. Each year every board position will be elected.
- b. Current board members must be re-elected to board for their current position or other desired position.
- c. A vote will be held at a general meeting, specifically at the second to last general meeting of the semester. Absentee ballots can be made available, if requested.
- d. A simple majority vote (majority of members present including absentee ballots, if any, at time of vote) is required to elect board positions.
- e. The President vote will be held the week before the general elections meeting takes place. This can also be an online ballot.
- f. Members may run for multiple positions. The process will start with Treasurer, and continue, following the order listed above in Article IV, Section B.
- g. Advisers will be appointed by the College of Engineering department.

### D. Term of Service

- a. Executive Board members are encouraged to serve for two semesters.
- b. Advisers will have a term of one full year (from August to August).

- c. An Executive Board member who participates in a study abroad, a student exchange or a work program is not entitled to the previously held board position when he or she returns to Iowa State.
- d. If the elected board member has to leave for any reason, an election will be held for the replacement board member. The same election procedure will be used during re-election

#### E. Removal Procedures & Impeachment

- a. Officers or Advisers may be removed from office by advisers, unanimous board, or simple majority of general membership if actions are deemed inappropriate by the membership.
- b. The officer is permitted to speak before the Executive Committee and the general membership about the charges made concerning his/her performance.
- c. The officer is not permitted to participate in the deliberation of the Executive Committee regarding the charges.
- d. The officer will be asked to leave their position for any of the following offenses:
  - i. Failure to meet requirements of specific position.
  - ii. Not representing TEAM in a professional manner.
  - iii. Three unexcused absences from scheduled activities.

#### F. Replacement of an Officer or Adviser

- a. If an officer or adviser is removed, the replacement procedure is the same as the general election procedure described in Article IV C.
  - i. Election of new officers shall take place at the first meeting following the removal of the previous officer.
  - ii. New advisers shall be appointed within one month of departure.

## **Article V 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 or two business days after collection. The Advisor to this organization must approve and sign each expenditure before payment.

The organization may establish reasonable dues that must be paid by all members. The amount of the dues will be determined in the beginning of the academic year by the Executive Committee and presented to the general membership for a  $\frac{3}{4}$  vote. Dues shall not exceed \$50 and must be paid by the 5<sup>th</sup> week in the semester. The Treasurer shall maintain all financial records and shall countersign with the president for all organization transactions.

## **Article VI AMENDMENTS & RATIFICATIONS**

#### A. Amendments

- a. Amendments made to the TEAM Constitution require a two-thirds majority vote of the Executive Board to be approved.
- b. If one or more Executive Board members request a vote of the general membership to approve an amendment, the amendment then requires a two-thirds majority vote of those present at the general meeting.
- c. A majority of  $\frac{2}{3}$  of active TEAM members must be present at a general meeting to approve an amendment.
- d. Each time the TEAM Constitution is amended, a new copy must be submitted to the Student Activities Center, 1560 Memorial Union.

#### B. Ratification

- a. The TEAM Constitution requires approval by three-fourths of all TEAM members in attendance at the general meeting at which it is presented for ratification.
- b. A majority of 2/3 of active TEAM members must be present at a general meeting to ratify the TEAM Constitution. If 2/3 membership is not obtained after 2 general meetings, the vote returns to the Executive Board for final decision.
- c. Amended or ratified constitution will be submitted within 10 days to Student Activities Center for approval.

## **Article VII COMMITTEES**

### **A. Committees**

- a. Committees shall be formed based on need.
- b. All TEAM members are allowed to join a committee until the need for the committee no longer exists, or the committee no longer has need for more members.

## **Article VIII COMPLIANCE**

- A. TEAM abides by and supports Iowa State University policies, State and Federal Laws and follows local ordinances and regulations.
- B. Our TEAM agrees to annually complete President's Training, Treasurer's Training and Advisor Training (if required).

## **BYLAWS**

1. TEAM shall meet every other week beginning with the first week of school. TEAM shall not meet during Dead Week or Finals Week of any semester. The TEAM President presides over the general meeting.
2. If the TEAM President is unable to preside at a meeting, the first able member on the list of succession (Article IV) will preside.
3. TEAM Executive Board shall meet as deemed necessary by President or Adviser(s).
4. Committees shall meet at a frequency dependent on the need to accomplish their assigned goals.
5. Members are allowed to declare an inactive status while away on internships, co-ops, study abroad, or other individual special circumstances as approved by the President or Adviser(s).
6. Minutes for all meetings are to be kept and made available to all members of the organization.