

- *Article I: Name*
 - A) The name of this organization will be the **Aerospace Engineering Graduate Student Organization (AEGSO) at Iowa state university**

- *Article II: Purpose and Goals*
 - A) **Statement of Intent.** The goal of the AEGSO is to provide a conduit of information from the faculty and administration levels of the AE department to the graduate students and vice versa. To this end, AEGSO coordinates a suite of graduate student volunteers serving on departmental committees to ensure that their point of view is heard. The AEGSO will also participate in programs through sponsorship, volunteering and/or funding events that the Executive Committee feel are related to the benefit of AEGSO members.

 - B) **Proclamation.** The AEGSO abides by and supports established Iowa State University policies, State and Federal Laws.

- *Article III: Membership*
 - A) **Membership.** Membership is open to all students at Iowa State University. All graduate students within the department of Aerospace Engineering & Engineering Mechanics (AEEM) are automatically members of the AEGSO.

 - B) **Active Members.** Active members are eligible to vote in all matters pertaining to the AEGSO.

 - C) **Inactive Members.** Inactive members include faculty (i.e. faculty advisor), and non-registered students. Inactive members may not vote in matters pertaining to the AEGSO.

- *Article IV: Election Procedures*
 - A) **Required Elected Officers.** Required elected officers are the President, Vice President, Curriculum Committee Representative, Technology Officer, and Treasurer which comprise the Executive Committee (EC) of the organization. Also on the committee will be the two (2) senators from AEGSO who represent the department on the Graduate and Professional Student Senate. These senators are elected for the department outside of normal GSO operation.

 - B) **Regular Elections**
 - 1) Criteria. Members interested in becoming an officer must meet the following criteria:
 - (a) Be an active member of the AEGSO.

- (b) Have a minimum cumulative grade point average (cumulative 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.
 - (c) Have at least four hours (half-time credits) for the semester under consideration.
 - (d) Be in good standing with the University and enrolled at least half time, if a graduate level student during their term of office.
 - (e) Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a), (b), (c), and (d).
- 2) Term of Office. The term of office will be 1-year starting on July 1. The maximum term on the EC for any individual is 2 consecutive terms (i.e. 2 years).
- 3) Nominations. Nominations will be solicited for one week in late-April from all members. Nominated individuals will have one week to accept or decline the nomination. Individuals nominated for more than one position may only accept a nomination for one position.
- 4) Elections. Elections will be held for 1 week immediately following nominations. Voting will be anonymous and votes will only be received by active members. The required quorum for an election is 50% of active members. The winner is determined by a simple majority. The President shall only vote in the case of a tie.

C) Special Elections

- 1) Removal of Office
- (a) Any active member may submit an impeachment motion to the EC for the removal of an officer not fulfilling their duties.
 - (b) The EC is required to hold an election within one week of receiving an impeachment election.
 - (c) Impeachment will only occur following a 2/3 vote by active members.
- 2) Vacancies and Replacements
- (a) The EC shall begin the election process within one week of an officer vacancy. This election will follow the Regular Election protocol.
 - (b) The newly elected officer shall start their term immediately following the election, and their term of office will terminate with the other officers on July 1. If the replacement officer's term is less than 6 months it shall not count as a full term of office.

• *Article V: Officers and Responsibilities*

A) Executive Committee

- 1) Meet in addition to regular organization meetings.
- 2) Appoint committees that are needed to carry out organization goals.

B) Officers

- 1) President
 - (a) Preside over all meetings.
 - (b) Represent organization on campus.
 - (c) Represent AE graduate students at department faculty meetings.
 - (d) Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and Student Activities Center.
 - (e) Maintain communication with organization advisor.
- 2) Vice-president
 - (a) Preside over meetings in the absence of the President.
 - (b) Coordinate organization promotion and publicity of events.
- 3) Curriculum Committee Rep.
 - (a) Meet with department curriculum committee
 - (b) Act as liason between the AE curriculum committee and AEGSO Executive Committee.
- 4) Technology Officer.
 - (a) Meet with department technology committee
 - (b) Maintain AEGSO website(s)
- 5) Treasurer
 - (a) Maintain accurate record of organization transactions.
 - (b) Solicit additional funding if needed from the Student Government Association in conjunction with the President.
- 6) Advisor
 - (a) Maintain communication and meet with officer(s) regularly.
 - (b) Awareness and approval of financial expenditures.
 - (c) Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and Student Activities Center.

• *Article VI: Finances*

- A) **Bank Account.** 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 AEGSO advisor must approve and sign each expenditure before payment.

B) **Dues.** There shall be no dues paid by members of the AEGSO.

- *Article VII: Amendments and Ratification*

A) **Amendments.** Any member of the organization may submit amendments to this constitution in writing at any time. Said amendment(s) will be voted on at a subsequent meeting. In order to adopt the amendment, a unanimous vote of the EC will be necessary, followed by a 2/3 vote of the general membership. Amended constitution will be submitted within 10 days to Student Activities Center for approval.

B) **Ratification.** This constitution shall become effective upon approval by a 3/4 vote of the membership. The ratified constitution must be submitted to Student Activities Center with in 10 days for final approval.

- *Bylaws*

A) **Officers.** An officer of the EC may be removed by unanimous consent of other officers if said officer(s) is either incapable or not adequately handling outlined duties. A replacement will be selected following the Regular Election protocol.

B) **Meetings.** Meetings will be held as required and seen fit by the officers of the EC which may not be less than once per semester.

C) **Amendments.** Amendments may be presented by any member of the organization but will be reviewed by the EC for acceptance. Amendments will then be put to a vote by the general membership and a 2/3 vote is required to adopt the amendment.

- *Signatures*

President

Date

Advisor

Date

Assistant Director of Student Activities

Date