

TEAM Constitution

Article I - NAME

The name of this organization shall be **The Engineering Ambassador and Mentor Program (TEAM)** at 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 - STATEMENT OF COMPLIANCE

The Engineering Ambassador and Mentor Program abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. The Engineering Ambassador and Mentor Program agrees to annually complete President's and Treasurer's Training.

Article IV - NON-DISCRIMINATION STATEMENT

Iowa State University (and The Engineering Ambassador and Mentor Program) 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, gender identity, or status as a U.S Veteran.

Article V - MEMBERSHIP

A. Eligibility

- a. TEAM is open to registered engineering students in good standing at Iowa State University.
- b. One must have at least two semesters of school remaining. Exceptions may be made if a student has prior tour training.

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. A commitment is an event or activity for which a member has previously agreed to volunteer.
- b. All commitments are required, including scheduled bi-weekly meetings and new TEAM member training (if applicable).
 - i. Fill out the Meeting Absence Request form on the TEAM website if unable to attend at least 24 hours prior to each meeting.
 - ii. 3 unexcused absences from all commitments per semester allowed.
 1. **Excused absences** will be granted in the case of class during a meeting, exams, illness, or family emergency.
 2. In the case of unexcused absences:
 - a. **First Occurrence:** Email communication outlining TEAM expectations
 - b. **Second Occurrence:** Email warning outlining TEAM expectations

- c. **Third Occurrence:** Meeting with the President and/or Adviser to review membership with TEAM
- c. Give weekly 2:10 PM engineering tour
 - i. If schedule prohibits participation in 2:10 PM tours, you must notify the Tour Scheduling Chair.
 - ii. If going to be absent, notify Tour Leader at least 24 hours in advance.
 - 1. Less than 24 hours notice counts as an unexcused absence unless approved by Tour Leader/Adviser.
- d. It is recommended each member volunteer for two additional events per semester.
 - i. If going to be absent, notify Events Chair at least 24 hours in advance.
 - 1. Less than 24 hours notice counts as an unexcused absence unless approved by Events Chair/Adviser.
- e. Make an effort to learn the full engineering tour by the end of second semester in TEAM.
- f. Maintain the ability to give a solo tour throughout time with TEAM.
- g. Members are encouraged to serve on TEAM until graduation and are expected to serve for at least two semesters.

Article VI - OFFICERS

A. Eligibility

The officers of TEAM must meet the following requirements:

- a. 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.
- b. 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.
- c. Maintain the requirements as prescribed in (a) and (b) throughout tenure of office or be ineligible to hold an office.
- d. Applicants for all board positions 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 all board positions must have the 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's 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 holders
 6. Actively participate in TEAM events
 7. Attend all TEAM and board meetings or appoint a delegate to represent them
 - c. Business & Risk Manager
 - i. Roles and Responsibilities
 1. Maintain official roster and attendance records
 2. Manage Risk for the Organization
 - a. Help minimize potential risks for club activities
 - b. Recommend risk management policies or procedures
 - c. Submit documentation to ISU's Risk Management Office
 - i. List of members for background check
 - ii. Signed TEAM Contract/Volunteer Services Agreement
 - d. Ensure that proper waivers and background checks are on file with Risk Management for events (if applicable)
 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. Schedule TEAM members to help with Scholars' Day
 3. Actively participate in TEAM events
 4. Attend all TEAM and board meetings or appoint a delegate to represent them
- e. Tour Coordinator-
 - i. Roles and Responsibilities
 1. Organize TEAM members into daily tour groups at the beginning of the semester
 2. Work with adviser to select leaders for each daily tour group
 3. Compile accurate tour attendance records and tour stop checkoff list from Tour Leaders
 4. Establish and update email list for daily tour groups and tour leaders
 5. Schedule and facilitate tour leader meetings as needed
 6. Actively participate in TEAM events
 7. 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 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(s)
 - i. Roles and Responsibilities
 1. Maintain communication and meet with officer(s) regularly
 2. Assist in delegation of officer duties as needed
 3. Awareness and approval of financial expenditures
 4. 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 general meeting before the board election meeting takes place. This can also be an online ballot.
 - f. 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 commitments.

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 VI.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 by a representative of Engineering Student Services.

Article VII - 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. No dues for the organization will exist.

Article VIII - 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. Each time the TEAM Constitution is amended, a new copy must be submitted to the Student Activities Center, 1560 Memorial Union, within 10 days for approval.

B. Ratification

- a. A minimum of 51% of active TEAM members must be present at the general meeting to ratify the TEAM Constitution. If 51% membership is not obtained after 2 general meetings, the vote returns to the Executive Board for final decision.
- b. The TEAM Constitution requires approval by three-fourths of TEAM members in attendance at the general meeting at which it is presented for ratification.
- c. Each time the TEAM Constitution is ratified, a new copy must be submitted to the Student Activities Center, 1560 Memorial Union, within 10 days for approval.

Article IX - 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.
- c. Committees shall meet at a frequency dependent on the need to accomplish their assigned goals.

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 VI) will preside.
3. Minutes for all meetings are to be kept and made available to all members of the organization.
4. TEAM Executive Board shall meet as deemed necessary by President or Adviser(s).
5. An active member means attending general meetings and/or giving a weekly tour.
6. 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).
7. Members are not allowed to declare an inactive status while on campus for two consecutive semesters. They will be removed from the organization.