

School of Informatics and Computing

INgineering: the Engineering Club at Indiana University

CONSTITUTION

ARTICLE I – MISSION STATEMENT

We, the Intelligent Systems Engineering student body of the School of Informatics and Computing at Indiana University, establish this Constitution of INgineering: the Engineering Club at Indiana University on November 1, 2016 to:

1. Promote the study, exploration, and contribution to the field of engineering
2. Provide opportunities to aspiring students who seek to further develop their knowledge of the field beyond the classroom
3. Help students develop the skills to become more innovative, creative, and inventive
4. Promote the growth of the Indiana University Intelligent Systems Engineering (ISE) program
5. Facilitate a strong relationship between students and faculty
6. Organize collaborative social and educational programs for former, present, and future School of Informatics and Computing (SoIC) students
7. Facilitate collaboration and information sharing among ourselves and other member organizations
8. Encourage diversity and ethics throughout the ISE program
7. Promote the ISE program in the local community and among businesses around the United States
8. Improve the overall experience of ISE and engineering-minded students throughout their time at SoIC.

To that end we hereby establish INgineering: the Engineering Club at Indiana University in accordance with the criteria set forth herein.

ARTICLE II – NAME

This organization shall be known as INgineering: the Engineering Club at Indiana University, or INgineering.

ARTICLE III – MEMBERSHIP

INgineering allows any interested student to participate in, become a member of, and seek leadership positions in the organization without regard to arbitrary consideration of such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status. Membership in INgineering shall be of two types:

- General Member
- Executive Council Member

A. General Members

1. Acceptance of Members

a) General Members will be accepted by the Executive Council by attending one of the call-out meetings in the first two months of the academic year. Membership may also be awarded past this time on an individual basis by members of the Executive Council. No application is required for this level of membership, and any IU student is eligible for acceptance.

2. General Member Responsibilities

- a) To participate in at least one INgineering project per semester.
- b) To openly promote the objectives of the INgineering.
- c) To maintain active participation in meetings and activities.

3. General Members Removal

a) Breach of the aforementioned responsibilities are grounds for removal of the General Members. General Members may be removed by a majority vote of the Executive Board.

ARTICLE IV – EXECUTIVE COUNCIL

An Executive Council, composed of six Executive Officers shall lead INgineering. These officers shall be:

- President
- Vice President
- Outreach Director
- Secretary
- Personnel Manager
- Treasurer

The Executive Council will meet as deemed necessary, though the Executive Council should meet at least once a month.

A. Requirements to become an Executive Council Member

1. Each officer is required to be an admitted student of the School of Informatics and Computing.
2. Each officer must have at least a 2.5 cumulative grade point average.
3. Each officer must be in good standing with Indiana University.
4. All officers must be able to serve a full year term.
5. All positions must have served a full year as an INgineering member in good standing prior to their election to their position.

B. Description of Executive Officer Duties:

1. The President shall:

- a) Preside over all INgineering meetings.
- b) Set the official agenda for all INgineering meetings.
- c) Determine date and times of Executive Council meetings.
- d) Maintain relationships with all INgineering members, faculty, and administration.
- e) Periodically meet with the INgineering faculty advisors to discuss ongoing INgineering activities.
- f) Update the advisor on the meeting agendas, minutes, and activities.
- g) Perform any additional duties that may be required.

2. The Vice President shall:

- a) Act as President in the absence of the President, assuming all responsibilities.
- b) Dutifully assist the President in his or her duties.
- c) Report to the President
- d) Bridge information between the SoIC School administration and the rest of INgineering.
- e) Plan club sponsored events.
- f) Perform any additional duties that may be required.

3. The Treasurer shall:

- a) Prepare an annual fiscal budget, presented at the first meeting of the Executive Council at the start of the academic year.
- b) Be responsible for the internal finances involving the budget, including:
 - i. Keeping accurate financial data.
 - ii. Reporting at every meeting of the Executive Council on any financial changes from the prior meeting.

- iii. In cooperation with the President, act as the final seal of approval on all purchases. (Funds will be allocated based on Executive Council decisions)
 - d) Report to the President.
 - e) Communicate with the Advisor in all matters involving budgeting and financing of INgineering activities
 - f) Manage and execute any INgineering fundraising operations
 - g) Perform any additional duties that may be required.
4. The Secretary shall:
- a) Record and keep the minutes of general INgineering meetings. Minutes will be emailed to all INgineering members by end of day Wednesday following the general meeting. Minutes will also be uploaded to a folder on Box or BeInvolved.
 - b) Record and maintain attendance records of Executive Council members.
 - c) Send communication emails to general members.
 - d) Report to the President.
 - e) Perform any additional duties that may be required.
5. The Personnel Manager shall:
- a) Manage the official INgineering roster.
 - b) Organize and manage all club projects.
 - c) Keep the Executive Council and advisors updated on progress of all projects.
 - d) Report to the President.
 - e) Perform any additional duties that may be required.
6. The Outreach Ambassador shall:
- a) Manage and create engaging posts for the INgineering social media accounts
 - b) Organize recruiting events
 - c) Lead advertising campaigns for club events
 - d) Report to the President.
 - e) Perform any additional duties that may be required.

C. Election of Executive Council

1. INgineering members who seek election to the Executive Council must file an application with the current Executive Council in order to be put on the ballot. The election will be held in the fourteenth week of the Spring semester. The specific date of the election will

be determined by the Executive Council. Should extenuating circumstances arise regarding the scheduling of the meeting to accommodate a quorum, the President has the power to set an alternate date for the election. The Executive Council will notify INgineering members by email with the date of the election and candidate filing details at least one week prior to the election. A quorum must be present for the election to occur.

2. The election for President will take place first followed by Vice President, Treasurer, Outreach Ambassador, Personnel Manager, and Secretary. Candidates are allowed to run for multiple Executive Council positions, until the candidate has been elected to the Executive Council or the elections have concluded.

3. On the day of the election, candidates are allowed to give a campaign speech lasting up to five minutes to the general INgineering body.

- a. Candidates are to be outside the room while others running for the same Executive Board position are speaking and as the votes are made and tallied.
- b. Candidates will be allowed to give multiple speeches if they are were defeated in a prior election and are running for a different position on the Executive Board.

After candidates give speeches, a discussion of the candidates will take place among INgineering members. Candidates running for the Executive Council position being voted on will not be present.

4. Upon conclusion of the discussion of candidates, ballots will be cast. If a candidate receives the majority of votes on the first ballot, he or she wins. If a candidate does not receive a majority of the votes cast, the top two candidates for each Executive Council position will have a run off. Thus, the winner of the position must attain more than 50% of the votes cast. If the run off results in a tie, the current President will choose the new Executive Board member.

5. Candidates shall not attempt to bribe, manipulate, or collude during the campaigning time period.

- c. Additional restrictions may be enacted by the Executive Board in collaboration with the Director of Student Engagement and Success.
- d. All election complaints shall be addressed by the Executive Council and the SoIC Academic Program Office within 72 hours of filing.

7. New officers assume responsibilities and duties at the start of the following summer semester.

8. In the event an Executive Board member cannot assume their position, resigns his or her duties, or is removed from office, another election will take place during the following INgineering meeting. However, if the office of President is vacant the Vice President automatically assumes the role of President for the remainder of the term. When the Vice President assumes the role of President, an election for the new Vice President will take place during the following meeting. Current Executive Council members are not allowed to switch positions if a new election must take place.

D. Removal of Executive Officers

If an Executive Council member does not perform up to expectations because of lack of attendance or failure to live up to duties as specified in the Constitution, a motion to impeach may be made by any INgineering member. This motion is reserved for distinct lack of effort by an Executive Council member and should be used as a last resort. If such a motion is made, there will be a special meeting scheduled within one week of the motion to determine the status of the council member. The person making the motion to impeach will make a case for impeachment, whereas the person up for impeachment may make a case against impeachment. With quorum present, 75% of those present must vote in favor of impeachment to remove the Executive Council member from office.

ARTICLE V – MEETING POLICIES

A. Quorum

3/5 of all members of INgineering shall constitute a quorum.

INgineering meetings shall desist upon request for a quorum if 3/5 of the current Delegates are not present. For amendments to the Constitution, at least 3/5 of the current Delegates must be present.

B. Schedule

INgineering should meet no less than twice a month during the academic year. The Executive Council shall announce the date and time of the meetings at the beginning of the semester. Meeting reminders should also be sent to the membership, via e-mail, no later than the Tuesday before each meeting. Meeting logistics may also be published online. Special meetings can be called at the discretion of the Executive Council.

C. Structure

One meeting per month will be initiative focused, during which business will focus on INgineering initiatives and projects, project work, reports, open forum topics, and general discussion items. One meeting per month will be club focused, during which business will be focused on School announcements, student organization or leadership development, organization updates and announcements, and funding requests.

D. Agenda

Any agenda items from INgineering members who wish to voice an issue may be heard at INgineering meetings. To promote efficiency, all issues to be presented for an official vote should be presented to the President at least 2 days prior to the meeting or presented at the previous INgineering meeting.

E. Open Forum

Each INgineering meeting will end with an Open Forum, during which any INgineering member may bring up an issue for discussion.

ARTICLE VI – FINANCES

A. INgineering Club Operating Funds

1. Operating funds will be requested at Executive Council meetings.
2. Funds can only be spent on INgineering Club related activities.
3. Funds will be managed from an Indiana University Bloomington Student Organization Account.
4. If the student organization chooses to dissolve, any remaining funds will be donated to a nonprofit organization in Bloomington, Indiana for the purpose of furthering research and education in the field of engineering. The last Executive Council will decide which organization will receive these funds.
5. A budget of organization funds will be created annually by the Treasurer and must be approved by the President.
6. This organization, if raising funds, shall ethically raise and distribute profits from organizational functions to either the organization or to members who provide a service that directly benefits the organization. Individual members may not receive compensation directly from for-profit companies if acting as a representative of a student organization.

B. Project Funding

1. The School of Informatics and Computing may provide funding for use by INgineering project teams to support their research and development of semester projects.
 - a. Requirements to receive funding must align with INgineering's funding priorities, which include the following.
 - i. The funding must provide a direct benefit to INgineering club projects.
 - ii. The funding must encourage collaboration among INgineering team members.
2. Available funding will be disbursed to officially established INgineering project teams through the following procedures:
 - a) The team must have eligibility to present.
 - I. The team members must have fewer than three unexcused absences.
 - a. If any of the team's members attain three unexcused absences, their team will be ineligible to present for its next available funding opportunity
 - III. The team must fill out and submit the Project Budget and the INgineering Funding Request Application.
 - b) The INgineering President may limit the number of funding requests allowed at each meeting, based on available time.
 - c) Project teams requesting support will make a presentation to the Executive Council which outlines the project, anticipated costs, or other available funding sources. A Power Point presentation may be utilized.
 - d) Delegates, Representatives, the Executive Board, and Student Organization Presidents may ask questions and comment on requests. The Executive Council will ultimately vote on the matter.
 1. The team members may be asked to leave the room during the vote on their team's funding.
 2. There must be a majority vote to approve the funding request in order for the team to receive funding.

- e) The advisor may facilitate the funding request process.

ARTICLE VII – ADVISOR

A faculty or staff advisor will be assigned to work with the Executive Council and supervise INgineering activities. The President shall update the advisor on the meeting agendas, minutes, and activities.

ARTICLE VIII – AMENDMENTS

- A. Amending the Constitution requires a full Executive Council present.
- B. All motions to amend the Constitution must be on the agenda prior to the meeting. To be placed on the agenda, the President must receive notification at least 2 days prior to the meeting.
- C. INgineering members shall have the opportunity to review proposed amendments prior to the meeting at which voting occurs. Before the vote at the meeting, members may ask questions and voice opinions to the Executive Council.
- D. The Constitution may be amended by unanimous vote of the INgineering Executive Council.

ARTICLE IX – COMPLIANCE

- A. Statement of University Compliance:

This organization shall comply with all Indiana University regulations, and local, state and federal laws.

- B. Anti-Hazing Policy:

Hazing is strictly prohibited. Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent.

- C. Personal Gain Clause:

This organization, if raising funds, shall ethically raise and distribute profits from organizational functions to either the organization or to members who provide a service that directly benefits the organization.

Individual members may not receive compensation from for profit companies if acting as a representative of a student organization.