

International Association for the Exchange of Students for Technical Experience United States, IAESTE United States Constitution

Preamble

The following document formalizes the guidelines by which the organization, IAESTE United States (a program of AIPT) referred to as IAESTE United States: operates, details organizational activities, and defines membership. This document is complimented by a list of policies that govern IAESTE United States. Undoubtedly, policies will be added and amended as IAESTE United States continues its expansion. Therefore, the governing structure and policies concerning various parts of the organization will give additional governance responsibility to the membership. This document integrates various other pertinent documents that reside on the IAESTE United States website. Still further details and policies concerning personnel, organizational structure, committee operation, and the like is contained in various IAESTE United States Manuals, available upon request from IAESTE United States headquarters in Columbia, MD. This information is also available on the IAESTE United States website.

Name

The name shall be International Association for the Exchange of Students for Technical Experience United States, IAESTE United States. IAESTE United States is a program of the Association for International Practical Training (AIPT).

Emblem



Purposes

To be the United States affiliate of the International Association for the Exchange of Students for Technical Experience (IAESTE).

To work towards IAESTE United States' mission of "Developing Global Skills in Tomorrow's Technical Leaders."

To serve IAESTE United States' membership with services and opportunities that promotes our mission.

To promote and arrange educational activities for U.S. and international students in order to advance their knowledge of the art and science of engineering and other technical fields of study, leadership and intercultural education.

To exchange students of engineering, computer science, natural and physical sciences, architecture, agricultural sciences and other technical fields enrolled at colleges and universities granting degrees of Bachelor of Science or Bachelor of Arts, or degrees equivalent to or higher, in order to obtain technical experience abroad relative to their studies in the broadest sense.

To further international understanding and goodwill among students, companies, educational institutions and the community at large.

To promote the study of engineering, science and other technical areas and to prepare engineering, science and technical students and professionals to meet the challenges of a global society.

To effectuate and maintain relations with organizations of like purpose in foreign countries for the securing of on-the-job training with international industries, governments, and educational institutions for American students who desire to advance their knowledge of the art and science of engineering, science and other technical fields of study and cultural education.

To sponsor and administer the collection of fees and other funds receivable by IAESTE United States and to administer, apply, expend, disburse or grant such sums as it deems advisable in the furtherance of the purposes for which it is formed; to enter into and carry out any contracts necessary, suitable and proper for the accomplishment of said purposes.

Membership

Membership shall comprise the following areas:

- 1) Individual Membership
 - A. Student membership
 1. Full student member (established 9/1/01)
 2. Associate student member (pending)
 - B. Professional membership
 1. Full professional member (established 1/1/03)
 2. Associate professional member (pending)
- 2) Organizational Membership
 - A. University (pending)
 - B. Corporate (established 8/1/04)
 - C. Association (pending)

Detailed policies regarding student membership is located in the IAESTE Local Committee Manual and as an IAESTE United States policy found on the web at www.iaesteunitedstates.org

IAESTE United States will establish and collect dues from the members.

Individual Membership

Student membership: Full student members shall include individuals from recognized colleges and universities that have duly applied for membership through their IAESTE Local Committee (LC) on campus or IAESTE United States. Full student members must be fully enrolled in Bachelors, Masters or PhD program at an accredited college or university offering an approved curriculum in engineering, computer science, natural and physical sciences, architecture, agricultural sciences or other technical fields.

Associate student members must be fully enrolled in a Bachelor's, Master's or Ph.D. program at an accredited college or university offering an approved curriculum in engineering, computer science, natural and physical sciences, architecture, agricultural sciences or other technical fields. These students must come from a school without an officially recognized Local Committee. This membership category is not currently available.

Professional membership: Professional members shall include individuals from universities, industry, government and professional associations, and the community at large who are interested in the purposes and mission of IAESTE United States.

Full professional members must have a bachelor's degree from an accredited four year institution in engineering, computer science, natural and physical sciences, architecture, agricultural sciences or other technical fields and/or be an alumni of the IAESTE internship program or have been a registered student member of IAESTE United States.

Associate members can be from any discipline and should have an interest in supporting the mission and goals of IAESTE United States. This membership category is not currently available.

Organizational Membership

University: University members must come from a 4 year regionally accredited institution offering an approved curriculum in engineering, computer science, natural and physical sciences, architecture, agricultural sciences or other technical fields

Corporate: Companies may join under a corporate name as Corporate Partners and may name multiple representatives as individual full professional members. The organizations' nature of business should relate to a technical field and must support the mission and goals of IAESTE United States.

Association: Various Associations may join the organization. Associate members should have an interest in promoting the purposes and mission of IAESTE United States.

Chapters

Chapters will consist of student chapters called Local Committees (LCs) and professional chapters called Professional Committees (PCs).

Local Committees: IAESTE United States' student chapters will be organized as Local Committees (LCs). LCs may be established at accredited colleges and universities throughout the United States. IAESTE United States' LCs are responsible for representing and promoting IAESTE United States' interests on campus. LCs will administer IAESTE United States activities, which have been delegated by the national office. IAESTE Local Committees (LCs) must enter as associate LCs and can in turn apply for full LC status. Details can be found in the LC Manual and Policies.

Professional Committees: IAESTE United States' professional chapters will be organized as Professional Committees (PCs). Professional chapters will consist of professional members in the given geographical location. Professional Committees will promote the mission and goals of IAESTE United States and work together with the Local Committees in the given area.

Regional Structure

The geographical regions within the United States shall be defined by the national office. Each region will have one elected Regional Representative representing student and professional interests.

Regional conferences will be held in each region to assist student member training and development. Meetings will be held in accordance with the IAESTE Regional LC Conference Planning Guide.

A regional representative shall be a student at a Local Committee school having an LC in good standing and shall have been an officer of the LC.

A regional representative will be elected each year in accordance with the policies of the IAESTE Fall Regional LC Conference Planning Guide.

The IAESTE Regional Representatives will meet two times per year and will serve on the IAESTE Advisory Committee (IAC).

Governance and Administration

IAESTE United States will be administered and governed by a Director. The Director shall oversee all programs, services, and activities of IAESTE United States to ensure that program objectives are met; shall oversee the development and recruitment of staff; shall provide for appropriate staff support and shall facilitate ongoing strategic planning and program development.

The Director shall be the chief administrative officer of IAESTE United States and should conduct him/herself and direct the staff in accordance with the Articles of Incorporation and by-laws of IAESTE United States' parent organization AIPT.

The Director may serve as or appoint an IAESTE United States Staff member as National Secretary. This position shall serve as the official, single delegate to IAESTE A.s.b.l. and its official decision making body, the General Conference.

The Director shall serve as the Responsible Officer or Alternate Responsible Officer for the designation of the J-1 Visa sponsorship under the United States Department of State. This will be done in accordance with AIPT's policy on Responsible/Alternate Responsible Officers.

The Director and/or National Secretary shall be hired by AIPT.

The Director shall convene the IAESTE Advisory Committee (IAC).

Meetings and Conferences of the Association

The following meetings will take place each calendar year:

IAESTE Annual Conference (January):- The National Secretary will lead a staff delegation to the IAESTE Annual Conference. This conference actually consists of two conferences: The Exchange Conference and the General Conference. The Exchange Conference is where internship offers are exchanged. The General Conference is where decisions for the international organization are made by voting delegates. The National Secretary serves as the official delegate and votes for IAESTE United States in IAESTE General Conference sessions.

IAESTE United States National Conference (February): IAESTE United States will host a national conference for all members and guests. Policies and details regarding this meeting can be found at www.iaesteunitedstates.org.

IAESTE Advisory Committee (IAC) (May, November): The Director will convene an Advisory Committee that will act as the national committee of IAESTE United States in accordance with the by-laws of IAESTE A.s.b.l.. This meeting will take place two times per year. The Director will select members. The members reflect industry and academia, and include students and alumni from across the country. The purpose of the IAC will be to advise the Director on the strategic direction of IAESTE United States, recommend strategies that will increase program numbers and enhance the quality of services provided to members and participants.

Finances and Budget

The Director is responsible for the financial management of IAESTE United States in accordance with AIPT's budget guidelines.

IAESTE United States will work closely with AIPT in an effort to share resources that are directed to support the purposes and mission of IAESTE United States.

The fiscal year of IAESTE United States shall begin on the 1st day of January in each year and end on the 31st day of December next following, unless other wise determined by the Executive Committee of AIPT's Board of Directors.

Staff

There shall be an administrative staff of paid employees to carry on the detailed work of IAESTE United States. The staff shall consist of the Director, National Secretary and other such personnel deemed necessary by the Director. The compensation, employment conditions, and tenure of employment shall be the concern of the Director in accordance with AIPT guidelines. The national office will also administer an internship and volunteer program.