**Article I Name:**

**The name of this organization shall be Students Helping Our Peers (SHOP) at Iowa State University.**

**Article II Purpose & Goals:**

The SHOP’s purpose is to provide food for ISU students most in need. The SHOP’s purpose is also to provide volunteer opportunities to ISU students, faculty, staff, clubs and the surrounding community. The SHOP’s purpose is also to provide opportunities for ISU students, faculty, staff and community members to learn how best to help with societal problems related to hunger.

**Article III Statement of Compliance:**

Students Helping Our Peers abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. Students Helping Our Peers agrees to annually complete President’s Training and Treasurer’s Training.

**Article IV Non-Discrimination Statement:**

Iowa State University and Students Helping Our Peers 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:**

Membership shall be open to all registered students at Iowa State University.

As a member, one is expected to attend organization meetings regularly and actively support organization projects. One must also volunteer for at least three shifts a semester to be considered a member.

**Article VI Risk Management:**

The role of the risk management officer is to [a] help minimize potential risks for club activities, [b] recommend risk management policies or procedures to (name of student organization), [c] to submit documentation to ISU’s Risk Management Office and [d] to ensure that Iowa State University policies are followed at all of the organization’s events and [e] to ensure that proper waivers and background checks are on file with Risk Management for events.

**Article VII Officers:**

The President shall

1. Serve as a representative and main contact for The SHOP
2. Oversee all duties of officers
3. Facilitate SHOP Volunteer meetings
4. Facilitate SHOP Execuitve Board meetings
5. Present all motions to the body present at each of these meetings
6. Attend at least 90% of the meetings

The Vice President shall

1. Fulfill all duties appointed by the President
2. Preside in the absence of the President at all meetings and organization activities.
3. Coordinate all ClubFests and outreach events including:
* Communication about logistics with all outside parties
* Volunteer coordination along with Volunteer Coordinator
* Setting up the booth which encompasses the tri-fold, banner, and promotional material

d. Serve as Chair of the Super Committee, which executes the following:

* Planning Mobile SHOP events each semester
* Serving as a connection between Volunteers and Exec
* Keeping the SHOP clean

The Secretary shall

1. Reserve rooms for Executive and Volunteer meetings
2. Record all meeting minutes during Executive and Volunteer meetings
3. Detail all minutes following meetings and send notes out over email to all volunteers
4. Frequently update the club roster and mass email list along with the Volunteer Coordinator
5. Record each volunteer’s hours each month and general statistics
6. Write all Thank You’s for the SHOP including monetary and can donations

The Treasurer shall

1. Oversee and maintain the SHOP budget including account balance and all organization transactions and receipts
2. Attend all required GSB meetings
3. Validate purchases on AccessPlus
4. Deposit all monetary donations
5. Sign intramural forms and approve Event Authorization
6. Present all financial documentation to the Advisor at the end of every semester.

The Volunteer Coordinator shall

* 1. Facilitate and organize volunteer schedule
* Update spreadsheet with new dates and shifts for volunteering
* Ensure all volunteer shifts are filled each week
* Send email reminders at the beginning of each week to volunteers who have signed up for any given week
* Email any volunteer who fails to show up for their shift
* Coordinate replacement volunteers
	1. Create volunteer sign-in sheet for the SHOP
	2. Frequently update the club roster and mass email list along with the Secretary

The Inventory Coordinator shall

* 1. Coordinate donation drop-off
	2. Organize donations, check expiration dates
	3. Check SHOP inventory weekly to report to Exec Board
	4. Keep a list of suggested donation items

The Public Relations & Marketing Officer shall

1. Maintain all marking materials for the SHOP
2. Ensure all signage on campus is up to date
3. Promotional outreach on and off campus

d. Manage all social media accounts

The Webmaster shall

a. Manage the SHOP webpage

The College of Human Sciences Representative shall

1. Serve as a liason between the SHOP and the College of Human Sciences
2. Attend all necessary meetings and report back to the Exec Board

Election procedures are as follows:

The Executive Board elections are held annually, running on the calendar year. Elections will be held at the end of every fall term. The existing cabinet may run for reelection if desired. If any current cabinet member chooses not to run for reelection, any other existing officer first has the opportunity to fill this position. If the position(s) are not filled, club nominations and elections will occur. To be elected to any position on the cabinet, the organization requires two-thirds vote of the existing Executive Board.

Reasons for removal of any the officers include but are not limited to: not meeting the GPA requirements (2.0), not fulfilling duties mentioned above and/or assigned by president and/or advisor(s), or untrustworthy behavoir.

Removal procedures would begin by any officer(s) contacting the advisor(s) with any concerns regarding other officer(s) not meeting any of the above mentioned guidelines. Officer(s) of concern would then arrange a meeting with the advisor(s) to be able to speak on their behalf for three to five minutes. If the problem(s) are unresolved, continued removal procedures consist of an organization vote of two-thirds or more in favor of removal of the officer. Officer(s) will be notified via email that they have been removed from the organization. At this time any other officer has the opportunity to fill this position and if not club nominations and elections will occur. All nominations must meet organization requirements.

**The officers of this organization must meet the following requirements:**

**(a) 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.**

**(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) Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).**

**Article VIII Advisor:**

The Advisor(s) shall

1. Approve all transactions submitted by the Treasurer
2. Audit Treasurer’s financial records anually
3. Review annual reports of the officers
4. Provide additional support and resources as needed

Election procedures are as follows:

To be elected as an advisor, the organization requires two-thirds vote of the existing Executive Board. Advisors may be reelected annually for an unlimited number of years.

Reasons for removal of any the advisor(s) include untrustworthy behavoir or other appropriate circumstances.

Removal procedures would begin by any officer(s) contacting the organization’s president with any concerns regarding the advisor(s) not meeting any of the above mentioned guidelines. President would then meet with advisor(s) of concern would then arrange a meeting to discuss the problems. Advisor(s) will be able to defend their case for three to five minutes. If the problem(s) are unresolved, continued removal procedures consist of an organization vote of two-thirds or more in favor of removal of the advisor. Advisor(s) will be notified via email that they have been removed from the organization. At this time the cabinet will undergo nominations and elections for a new advisor or advisor(s).

**Article IX. 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 Advisor to this organization must approve and sign each expenditure before payment.**

**If SHOP is dissolved, all monies belonging to the organization shall be given to food assistance programs within Ames. The monies will be divided based on the cabinet’s digression.**

No dues will be collected from organization members.

***Article VI. Amendments & Ratification***

Amendments and Ratifications may be proposed during a set meeting time. The proposed amendments and ratifications will be discussed and deliberated until a full understanding is reached. Once an understanding is reached there will be a club vote with two thirds or more in favor of leading to the amendment or ratification of the Constitution. **Amended or ratified constitution must be submitted within 10 days to Student Activities Center for approval.**