

Constitution

Iowa State University Gaffers' Guild

1. Article 1. Organization Name

1.1. . The name of this organization shall be "The Gaffers' Guild"

2. Article 2. Purpose & Goals

2.1. Purpose

2.1.1. The Gaffers' Guild is dedicated to education and training in the art and science of glassblowing. We offer classes to students and community members and have open studio hours for members. We perform demos for the community and school groups and have visits from professionals several times a year. We hold sales to sustain the club and repair equipment.

2.2. Compliance Statement

2.2.1. The Gaffers' Guild agrees to annually complete President's Training, Treasurer's Training, and Adviser Training.

2.2.2. The Gaffers' Guild abides by and supports established Iowa State University policies as well as State and Federal laws and local ordinances or regulations.

3. Article 3. Membership

3.1. Admission

3.1.1. The Executive Council will arrange periodic new member meetings for the purposes of admitting new members to learn glassblowing. Prospective members are required to fill out an application, which will be reviewed by at least one officer, the studio manager, and any members who volunteer to be a part of the selection committee. Participation shall be solicited by the Guild member responsible for organizing classes.

3.1.2. Admission of new members is limited based on the availability of studio resources.

3.1.3. Admission criteria will be established by the membership committee and approved by a 75% vote of acceptance of the general membership present at a called meeting, not counting abstentions.

3.1.4. Membership selection will reflect the active membership student to non-student ratio required to maintain status as a Student Organization (80:20 at the time of ratification of this Constitution).

3.2. Membership

3.2.1. Membership shall be open to all registered students at Iowa State University, as well as faculty, staff, and the general public

3.2.2. Members must be over the age of 18

3.2.3. The Gaffer's Guild does not discriminate on the basis of race, ethnicity, sex, pregnancy, skin color, age, religion, national origin, physical or mental disability, sexual orientation, gender identity, marital status, genetic information, or status as a U.S. Veteran.

3.3. Requirements of Members

3.3.1. Members are required to pay dues

3.3.2. Members must complete one service requirement per semester. Activities which fulfill this requirement may include, but are not limited to: Art Mart, sale table, teaching a class, three hours of usable commission production, taking color store inventory, running a demo, or manning power outages. Other activities which fulfill this requirement may be approved at the discretion of the Executive Council.

3.3.2.1. Members who do not meet this requirement will be put in a probationary period the following semester in which the member must complete an additional service requirement. Failure to complete the additional service requirement will result in revocation of membership. Exceptions may be made in the event of extenuating circumstances at the discretion of the Executive Council.

3.3.3. New members wishing to blow glass are required to successfully complete a Gaffers' Guild designated safety, orientation, and skills-development course, or demonstrate knowledge, skill, and review safety with the studio manager or delegate approved by the studio manager.

3.3.4. Members are required to sign a membership agreement form. Said form shall include, but is not limited to, member information, emergency contact information, and consent to the organization policies and member responsibilities.

3.3.5. Violation of club policies or guidelines or for acting in a dangerous or inappropriate manner will result in repercussions correlating with the severity of the action. Mild violations may result in a restorative conversation, written warning, apology letter, or community service. Moderate violations may result in a probationary period, community service, or loss of keycard access. Severe violations may result in loss of studio access. The severity of the violation will be determined on an individual basis at the discretion of the Executive Council.

3.3.6. Membership may be revoked for flagrant violation of club policies or guidelines or for acting in a dangerous or inappropriate manner. Revocation shall be by a majority vote of officers plus a 75% vote of the general membership present at a called meeting, not counting abstentions. The member in question is permitted to speak before the Executive Council and the general membership about the charges concerning his/her violation. Revocation of membership may also occur by a unanimous vote of all elected executive council members in good standing with the club, the studio manager, and the club adviser. The member in question may appeal the Executive Council's decision by calling a vote of the general membership. A majority vote of 51% of all present at the designated general meeting, excluding abstentions, may reinstate the member. Membership may also be revoked for egregious and flagrant violations of University or Dean of Students Office policy, with the unanimous agreement the Studio Manager and Club Adviser.

3.3.6.1. The member in question shall be put on probation (as described in the bylaws) immediately following the presentation of formal charges. Formal charges can only be leveled by a majority vote of the Executive Council. The probation will continue until a general meeting is called to address the situation.

3.3.6.2. Any member may report the violation of the constitution or policies by another member to the Executive Council by filling out a complaint form. The member accused of the violation will be immediately informed and the Executive Council will perform an investigation.

3.4. Meetings

- 3.4.1. General member meetings will be held no less than once a semester. Furthermore, this mandatory meeting will be held no later than the third full week of the semester.
- 3.4.2. Any dues-paying member may call a general meeting for any reason. At least one voting member of the Executive Council must be present at said meeting.
 - 3.4.2.1. When calling a meeting the reason for the meeting must be stated. The call for a meeting must be seconded or the meeting will not be held. The called meeting must be held no sooner than seven days and no later than 30 days from the date the call is seconded.
- 3.4.3. All meetings shall follow Parliamentary Procedure and Robert's Rules of Order.

4. Article 4. Executive Council

All Officers and Advisers shall comprise the Executive Council of the organization. The Executive Council shall appoint such committees that are needed to carry out organization goals.

4.1. Meetings

- 4.1.1. The Executive Council shall meet, in addition to regular organization meetings, at least once each month of the academic school year.
- 4.1.3. Any Officer may call an Executive Council meeting for any reason in addition to the stated business meeting (4.1.1). A majority of the officers must be present at said meeting.
- 4.1.4. . An absentee vote must be in writing, either physical or digital, and must state the voter's position on the issue to be voted on. Physical absentee votes must be signed, and digital versions must be received by an officer directly from the sender.

4.2. Positions

- 4.2.1. The required positions are those of the Officers: President, Vice-President, and Treasurer. At the discretion of the general membership, additional positions may be created and duties of the required positions may be redistributed. .
 - 4.2.1.1. Additional positions shall be created by a simple majority vote of the general membership present at a called meeting, not counting abstentions.
 - 4.2.1.2. Any additionally created positions shall be considered temporary and shall last until the end of the current term. The position may be removed at any time by a simple majority vote of the general membership present at a called meeting, not counting abstentions.
 - 4.2.1.3. Any additionally created position may be given voting rights for all Executive Council decisions and votes by a 75% vote of the general membership present at a called meeting, not counting abstentions.
- 4.2.2. Members interested in becoming an Officer must meet the academic requirements as established by the Student Organization Recognition Policy.

4.3. Elections

4.3.1. Officers

- 4.3.1.1. A meeting of the general membership shall be held during the month of April for the purpose of electing Officers for the following year.
- 4.3.1.2. Electing an officer will require simple majority vote from the general membership present at a called meeting. If a candidate fails to receive a majority of votes, a run-off election will be held between the two candidates who received the most votes. Proper absentee votes in the format prescribed in 4.1.4 will be included.
- 4.3.1.3. At least one member of the Executive Council shall participate in counting the votes.

4.3.2. Advisor

4.3.2.1. Advisor candidates shall be nominated in writing at a pre-determined executive meeting.

4.3.2.2. A candidate may be selected through a majority vote of officers. The studio manager may veto the decision of the executive council.

4.3.2.2.1. Officers will vote through a show of hands.

4.3.2.3. Once a candidate is selected, the President will contact the Advisor candidate to offer the position.

4.3.2.4. If the Advisor candidate declines, the officers of the organization will repeat steps outlined in section 4.3.2.

4.4. Term of Office

4.4.1. The term of office will be one full year (May to April).

4.4.2. The position of Adviser is held at the leisure of the individual. If a vacancy occurs, the position will be filled by appointment from the Executive Council.

4.5. Officer Requirements

4.5.1. The Officers of this organization must be Iowa State University students and must meet the following requirements.

4.5.1.1. Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum cumulative GPA in the semester immediately prior to the election/appointment and semesters during the term of office.

4.5.1.1.1. For undergraduate 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 previous to the election. An exception can be made for new students.

4.5.1.1.2. For graduate students, the minimum GPA is 3.00. In order for this provision to be met, at least four hours (half-time credits) must have been taken for the semester previous to the election. An exception can be made for new students.

4.5.1.2. Be in good standing with the University and enrolled at least half time during their time of office.

4.5.1.2.1. For undergraduate students half time enrollment is six or more credit hours unless fewer credits are required to graduate in the spring and fall semesters.

4.5.1.2.2. For graduate students half time enrollment is five or more credit hours unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement.

4.6. Executive Council Duties

4.6.1. President

4.6.1.1. Preside over all meetings.

4.6.1.2. Represent the organization on campus and act as a liaison with University officials.

4.6.1.3. Ensure the organization is operating in conformity with the standards set forth by Iowa State University and Student Engagement.

4.6.1.4. Maintain communication with organization Adviser.

4.6.1.5. Act as Risk Management Officer and oversee all risk management responsibilities.

4.6.1.5.1 The officer shall help minimize potential risks for club activities, recommend risk management policies or procedures, to submit documentation to ISU's Risk Management Office, and to ensure that proper waivers and background checks are on file with Risk Management for events.

4.6.2. Vice-President

4.6.2.1. Preside over meetings in the absence of the President.

4.6.2.2. Schedule events with appropriate University offices.

4.6.2.3. Coordinate and promote organization sales and events.

4.6.3. Treasurer

4.6.3.1. Preside over meetings in the absence of the President and the Vice-President.

4.6.3.2. Maintain accurate records of organization transactions.

4.6.3.3. Collect dues if required.

4.6.3.4. Develop a budget for the organization and present it to the membership for approval.

4.6.3.5. Co-sign organization checks along with the Adviser.

4.6.3.6. May solicit additional funding if needed from Student Government. .

4.6.4. Adviser

4.6.4.1. Maintain communication and meet regularly with Officers.

4.6.4.2. Have an awareness of and approve financial expenditures.

4.6.4.3. Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and Student Engagement.

4.6.4.4. Act as an arbitrator for disagreements between general members that cannot be resolved by the Executive Council or for disagreements between Executive Council members.

4.7. Replacement of Officer or Adviser

4.7.1. Officers or Advisers may be removed from office for consistent failure to complete officer duties, abuse of executive power, flagrant violation of club policy, or actions which may violate standards put forward by the Geneva Conventions. by a majority vote of the other officers plus a simple majority vote of the general membership present at a called meeting, not counting abstentions, or a 75% vote of the general membership present at a called meeting, not counting abstentions. The officer is permitted to speak before the Executive Council and the general membership about the charges made concerning his/her performance. The Officer or Adviser is not permitted to participate in the deliberation of the Executive Council regarding the charges.

4.7.2. . If an Officer removed, the replacement procedure is the same as the election process described in 4.2. The election shall take place at the same meeting as the removal of the Officer or at the first General Meeting following the removal of the previous Officer or Adviser.

5. Article 5. Finances

Organization finances are provided primarily through member dues and periodic sales of club produced art. Dues and Sale proceeds shall be collected by the Treasurer.

5.1. Dues

5.1.1. The organization will establish reasonable dues that must be paid by all members. The amount of the dues will be determined in the beginning of the academic year by the Executive Council and presented to the general membership for a 75% vote to approve by members present at a called meeting, not counting abstentions. The ratio of dues for students and

nonstudents will be 1:2.

5.1.2. Dues must be paid within 7 days of the first called general meeting of a semester.

5.2. Expenditures

5.2.1. All monies belonging to the organization shall be disbursed through a bank account established for The Gaffers' Guild at the Campus Organizations Accounting Office and/or and approved institution/office (must receive authorization via Campus Organizations Accounting Office).

5.2.2. Non-routine expenditures, or those exceeding \$500 per item, shall be approved by majority vote of the general membership present at a called meeting. Proper absentee votes in the format prescribed in 4.1.4 will be included.

5.2.3. The Treasurer and the Adviser must approve and sign each expenditure before payment.

5.3. Income

5.3.1. All funds must be deposited in said account (5.2.1) within two university accounting business days from the date received or processed.

6. Article 6. Amendments & Ratification

This constitution may be amended and subsequently ratified at any time.

6.1. Amendments

6.1.1. Any dues paying member may propose amendments to this constitution

6.1.2. Members will be give at least one week to review and consider amendments

6.2. . Ratification

6.2.1. Any amendments to this constitution must be approved by a committee and ratified by a 75% vote of acceptance of the general membership present at a called meeting, not counting abstentions.

6.2.1.1. The committee shall be formed of one Officer and no less than 3 general members. The committee shall review and revise any proposed amendment to the constitution. In order for the amendment to pass out of committee, it must be unanimously approved by the committee. The committee shall present both the original amendment and the revised amendment to the general membership for ratification.

6.2.2. Any amended and ratified constitution shall be submitted to Student Engagment with 10 days for approval.