**Constitution of Iowa State**

**Postsecondary Agricultural Students Club**

**(PAS Club)**

**Article I: Name**

**Section I:** The name of this organization shall be The Postsecondary Agricultural Students (PAS Club) at Iowa State University. The club shall be affiliated with the Postsecondary Agricultural Students of Iowa and the National Postsecondary Agricultural Student Organization.

**Article II: Purpose**

**Section I:** It shall be the purpose of this organization to provide opportunities for members to develop and enhance the skill and abilities needed to enter and advance in agricultural-related careers as well as develop fellowship among its members, facilitate experience and professional networking, promote agriculture/agribusiness, agriculture technologies, horticulture and natural resources, and live out the motto "Uniting Education and Industry in Agriculture."

**Article III: Statement of Compliance**

**Section I:** The PAS Club will abide by and support established Iowa State University policies, State and Federal Laws and follow local ordinances and regulations.

**Section II:** The PAS Club agrees to annually complete President’s Training, Treasurer’s Training, and Advisor’s Training (if required).

**Article IV: Non-Discrimination Statement**

**Section I:** Iowa State University and the PAS Club 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: Risk Management**

**Section I:** PAS Club identifies the club President and Advisor as the Risk Management Officers. The role of a risk management officer is to [a] help minimize potential risks for club activities, [b] recommend risk management policies or procedures to the PAS Club, [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.

**Article VI: Membership**

**Section I:** The PAS Club is open to all registered students at Iowa State regardless of field of concentration.

**Section II:** The membership dues will be determined by the current Officer Team and will be announced at the first monthly meeting at the beginning of each academic year (August to May).

1. State and National PAS dues are determined by the leadership of these respective organizations.
2. State Membership dues are due on or before the October meeting for students joining for the academic year.
3. Students joining in the spring must pay membership dues on or before February meeting to be a member through the end of the academic year.
4. All dues will be paid to The PAS Club, handled by the Treasurer.

**Section III:** Dues paying members of the PAS Club shall be considered full members of the state PAS organization and are entitled to the privileges and benefits of such affiliation. Dues paying members may also be affiliated with the national PAS organization upon paying national PAS dues and are entitled to the privileges and benefits of such affiliation.

**Article VII: Board Members**

**Section I:** The PAS Club Board will consist of; the President, Treasurer, Secretary & the Advisor(s). Board members will meet at least monthly to keep an open line of communication regarding conferences, finances, agendas, guest speakers, club trips, and etc.

**Section II:** Board Member Duties and Terms of Service

President:

* Be the chief executive of the organization
* Delegate duties to individual Board Members
* Outline job descriptions for Board Member positions
* Preside and maintain order at meetings
* Plan and research the needs and wants of the club and its members
* Has final decision in a vote in instances where there are ties
* Have knowledge of the club’s procedures and purpose
* Call general club meetings during each semester
* Maintain contact with Student Activities Center and Club Advisor(s)
* Maintain an open line of communication between the various organizations of the ISU community related to the club
* Monitor committees

Treasurer:

* Manage and oversee all financial transactions of the club
* Maintain regular contact with the ISU Student Organization Financial Committee and attend mandatory financial training workshops
* Prepare club budget proposal appropriately each semester
* Submit financial reports to the President upon request
* Present up to date financial report at each Board Meeting
* Plan fundraising events each semester
  + Club Sponsors
  + Apply for ISU funding

Secretary:

* Circulate minutes of the meetings to club members and attendees
* Keep a log of dates and meetings for main events
* Maintain an updated list of members and students who attend the club meetings on a regular basis
* Distribute a copy of the constitution to Board Members

**Section III:** Criteria for Candidacy

1. Candidate must be an active dues paying member.
2. Requirements can be waived for officer positions if no viable candidates are willing or available

**Section IV:** Method and Date(s) of Election of Board Members

1. Board members shall be elected by a ⅔ majority vote of dues paying members present at the vote.
2. All positions shall last one academic year.
3. Voting shall transpire at the end of the spring semester; the last meeting prior to summer.

**Section V:** Impeachment/Removal

1. Any member of the club may issue a request for impeachment of a Club Board Member on the grounds of neglect of duty, or breach of the club’s governing law.
2. There must be a request for the Board Member’s removal sent to club advisor(s), and the Club Board at least 3 days before the meeting discussing impeachment.
3. The Board Member nominated for impeachment shall state their case to the Club Board on the day for the vote for impeachment.
4. A Board Member may be removed from office by 2/3 majority vote by the Club Members.

**Section VI:** Replacement of Board Members

1. The expectation of a PAS Club Board Member is to fulfill their duties to the best of their abilities.
2. In the case where a Board Member can no longer complete their duties, they may vacate their position. They are, however, expected to complete their duties until the next general meeting unless extenuating circumstances occur.
3. If a vacant position exists, the PAS Club Board may appoint a temporary candidate, in good standing, to hold the position until the next general club meeting.
4. Board Member replacement method is to hold an election to fill the vacancy until the end of term, in the event of Board Member removal or unscheduled vacancy.

**Section VII:** Minimum Cumulative GPA for Board Members

The Board Members of this organization must meet the following requirements:

1. 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.
2. 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.
3. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in [a] and [b].

**Article VIII: Advisor Duties**

**Section I:** Advisor Duties

* Take an active role in advising the club.
* Know the general purpose of the PAS Club and be familiar with the constitution and bylaws.
* Know the officers of the club and the current members of the club.
* Meet with the Club President at least once per month.
* Must be affiliated with CALS department.

**Section II:** Method of Election

1. Nominations for the advisor position come from the general student membership.
2. Advisor shall be elected by a 2/3 majority vote of the Club Board.

**Section III:** Impeachment/Removal of Advisor

1. Any member of the club may issue a request for impeachment of a Club Advisor on the grounds of neglect of duty or breach of the club governing law.
2. There must be a request for the Club Advisor’s removal sent to the Club President, and the Advisor(s) at least 3 days before the meeting discussing impeachment.
3. The Club Advisor(s) nominated for impeachment shall state their case to the Club Board on the day for the vote for impeachment.
4. Club Advisor(s) may be removed from office by 2/3 majority vote of the Club Board.

**Section IV:** Replacement of Advisor

* Advisor(s) replacement method is to hold an election to fill the vacancy until the end of term, in the event of advisor(s) removal or unscheduled vacancy.

**Article IX: Finances**

**Section I:** All monies belonging to PAS Club 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 ​or two business days after collection. ​ The Adviser to this organization must approve and sign each expenditure before payment.**

**Section II:** Membership dues will be $25 per member for the academic year, or $15 for a single semester.

**Section III:** Conference registration fees, and national affiliation fees are subject to change, but will be offset by fundraising. Potential costs will be shared with participating members in a timely manner prior to said conference.

**Article X: Amendments & Ratification**

**Section I:** Amendments

1. After deliberation of proposed amendments it shall be tabled until the next meeting, at which time a formal proposal will be brought up for vote.
2. A 2/3 majority will be required to pass amendments.
3. Any amendments will be added following Article X. If there is a change of earlier articles, they will supersede the previous conditions. There is no need to continually change the document.
4. The titling will proceed as follows whereas N stands for the roman numeric assigned to that amendment: **Article N: “ ”Amendment**

**Section II:** Ratification

1. The constitution will be voted on by the general membership of the organization.
2. The voting process will be held in same manner as the Amendments and Ratification system found in Article X.
3. Amended or ratified constitution should be submitted within 10 days to Student Activities Center for approval.