

# DATUM, STUDENT JOURNAL OF ARCHITECTURE

## CONSTITUTION

### Article I: Name

The name of this organization is DATUM, Student Journal of Architecture at Iowa State University.

### Article II: Purposes and Goals

#### Section 1: Purpose

DATUM is a student-run, faculty-advised organization that produces one or more publications annually. DATUM serves as a platform for the student's voice in architecture and showcases student work.

#### Section 2: Compliance

DATUM abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. DATUM agrees to annually complete President's and Treasurer's Training

### Article III: Membership

Membership is open to all registered students at Iowa State University. Iowa State University and DATUM do not discriminate on the basis of race, ethnicity, sex, pregnancy, color, religion, national origin, physical or mental disability, age, marital status, sexual orientation, gender identity, genetic information or status as a U.S. Veteran. Membership is voluntary and defined by active participation in meetings or other phases of the publication process. No dues are required.

### Article IV: Officers

#### Section 1: Electing Officers & Advisers

Officers and advisers will be appointed by the president and vice president annually within the last six weeks of the spring semester. The president and vice president will determine the new officers based on demonstration of involvement, dedication, and interest in DATUM. Should the chosen member/s decline the position, an election will occur that requires a majority hand vote from the general membership. Replacement elections will follow the same procedure within two weeks of an officer quitting/ becoming ineligible/impeachment. Members appointed/elected to be an officer must meet academic requirements as established by the Student Organization Recognition Policy. The term of office for officers will be one full year, September to September. The term for advisers will be at his or her leisure while he or she is at ISU.

#### Section 2: Fixed Positions

At least two officer positions will always be held under the title of President and Treasurer. In addition, a faculty or staff Adviser will aid the organization.

#### President Duties

- 1) Preside over general meetings
- 2) Coordinate with all members to ensure an organized publishing process
- 3) Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and Student Engagement
- 4) Function as risk management officer for the organization, and as such:
  - a) help minimize potential risks for club activities,
  - b) recommend risk management policies or procedures to DATUM Student Journal of Architecture
  - c) submit documentation to ISU's Risk Management Office
  - d) ensure that proper waivers and background checks are on file with Risk Management for events

### Treasurer Duties

- 1) Maintain accurate record of organization transactions, including donations from professional architecture firms
- 2) Cosign organization checks along with the Adviser.

### Adviser Duties

- 1) Maintain communication and meet with officers regularly
- 2) Approve financial expenditures
- 3) Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and Student Engagement.

Other officer positions may be created according to need and will be elected on the same criteria as the president and treasurer.

### Section 3: Officer Requirements

The officers of this organization must meet the following requirements:

- 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, the semesters of election/appointment and semesters during the term of office. 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 semesters under consideration.
- 2) 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.
- 3) Be ineligible to hold and office should the student fail to maintain the requirements as prescribed in 1 and 2.

### Section 4: Officer/Adviser removal

If an officer/advisor fails to meet the officer requirements above, continually fails respective duties, or fails to complete respective training within the first first month of election, they will be eligible for impeachment. Officers and advisers may be removed by a  $\frac{3}{4}$  vote of members. A member may call for the removal of an officer or adviser only by declaring his/her intention a week in advance of a regularly scheduled general meeting. The officer or adviser facing removal may be able to speak before the final vote.

### Article V: 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 24 hours after collection. The Adviser to this organization must approve and sign each expenditure before payment.

If this organization should dissolve, any remaining funds should be given to the organization's consistent donor, the Department of Architecture.

### Article VI: Amendments and Ratification

This constitution may be amended and subsequently ratified at any time, with the unanimous approval of the President and Treasurer and a  $\frac{2}{3}$  approval of members. Amended or ratified constitution will be submitted within 10 days to Student Engagement for approval.