

# **AMERICAN CANCER SOCIETY ON CAMPUS CONSTITUTION**

## **Article I: Name**

The name of this organization shall be the American Cancer Society On Campus at Iowa State University. The organization also utilizes the abbreviated name of ACS On Campus, as well as the acronyms of ACSoc and ACSOC.

## **Article II: Purpose**

The American Cancer Society On Campus at Iowa State University (ACSoc) is affiliated with the national levels of the American Cancer Society (ACS) and American Cancer Society On Campus (ACS On Campus). The American Cancer Society's mission is to save lives, celebrate lives, and lead the fight for a world without cancer. ACS On Campus is a nationwide collaboration of college students, faculty, and staff dedicated to eliminating cancer by initiating and supporting programs of the American Cancer Society in college communities.

Our organization exists to provide cancer support and awareness to the Iowa State community.

## **Article III: Statement of Compliance**

The American Cancer Society On Campus at Iowa State University (ACSoc) abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. ACSoc agrees to annually complete President's and Treasurer's Training.

## **Article IV: Non-Discrimination Statement**

Iowa State University and ACSoc 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, or status as a U.S. Veteran.

## **Article V: Membership**

Membership shall be open to all registered students in good standing at Iowa State University. Faculty and Staff at Iowa State University, as well as Story County residents, can be non-voting members of the organization.

## **Article VI: Officers**

### **Section One: Officer Qualifications**

The officers of this organization must meet the following requirements:

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

### **Section Two: Officer Term of Service**

The term of office for officers will be one full year (May through end of April) and elections will occur in the last two weeks of April each year. All officers shall comprise the Executive Committee of the organization. The Executive Committee shall meet in addition to regular organization meetings. The Executive Committee shall appoint such committees that are needed to carry out organization goals.

### **Section Three: Officers and Duties**

The below list of officers represents the minimum number of positions needed for the organization to be successful. Additional officer positions may be created as deemed necessary by the organization.

1. President ( and Risk Management Officer)
  - Oversees entire organization
  - Serves as the voice of the American Cancer Society at ISUIs fluent about the American Cancer Society's history, accomplishments, programs, and services
  - Works closely with ACS staff to coordinate event planning and logistics
  - Works closely with the ACS and outside entities to plan and execute events for Hope Lodge Heroes and Coaches Versus Cancer

- Leads weekly executive meetings and communicates with the committee regarding meeting details and notes from the executive meetings.
- Organizes and oversees officer application process
- Works closely with all committees to ensure goals are met and new approaches are taken when goals are not being met
- Helps each individual committee as needed throughout the year on various tasks and projects
- The President is also the officer responsible for risk management to [a] help minimize potential risks for club activities, [b] recommend risk management policies or procedures, [c] to submit documentation to ISU's Risk Management Office and [d] to ensure that proper waivers and background checks are on file with Risk Management for events (if applicable)

## 2. Vice President/Treasurer

- Works hand in hand with the President and steps in whenever the President is not able to fulfill their duties
- Assists the President in working with each committee to ensure all tasks are completed
- Serves as a campus champion for ACSoc events
- Manages all finances for the organization and works with the Campus Organization Accounting office to ensure account accuracy
- Helps committees recruit new members and assists the President to recruit new executive members

## 3. Secretary

- Emails the executive committee with the executive meeting agenda as well as emails the committee with meeting reminders, locations, and changes
- Emails the organization with meeting reminders, locations, and changes
- Takes careful notes at meetings and emails meeting minutes to organization

## 4. Fundraising Coordinator

- Plans fundraising events throughout the year
- Organizes new and innovative fundraising ideas, while also leading existing fundraising efforts
- Secures financial and in-kind support from new and returning event sponsors
- Coordinates food donations for the events
- Ensures that all sponsors are appropriately recognized and thanked for their support

5. Event Coordinator

- Organizes advocacy and awareness efforts to educate individuals across Iowa State's campus (for example, cancer awareness tabling, cancer awareness social media posts, etc.)
- Knows the American Cancer Society's mission and works with Executive team on how to promote our mission to all people
- Plans social events for the organization
- Plans all tabling events on campus, including organizing volunteers, reserving locations, and space set-up/tear-down

6. Digital Marketing Chair

- Promotes ACSoc and ACS on all social media channels (Facebook, Instagram, etc.)
- Creates graphics to promote events hosted by ACSoc and ACS
- Creates different strategies to improve the visual appearance of our organization
- Provides Executive Committee members with fliers/handouts and other promotional material

7. Community Outreach Chair

- Recruits new club members
- Organizes ACSoc representation at Club Fest in Fall and Spring
- Reaches out to Student Organizations to advocate for ACS
- Promotes ACSoc to Greek life on campus
  - Recruits Greek houses to participate in ACSoc events
- Promotes ACSoc to the community (City of Ames and Story County)
  - Works to increase the engagement of local Ames businesses
  - Focuses on spreading awareness on what ACS does

**Section Four: Selection of Officers & Timeline**

The process of selecting officers will begin in April each year for the following academic year, with selection happening in late April. The selected officers will begin their duties in May and serve through the following April.

Any unfilled positions from the April selection process will be re-opened in September. Interested candidates will follow the same selection process. Those selected for officer positions in this round of selection will begin their duties immediately.

Students interested in holding an executive position will go through the following selection process:

1. Application
  - a. Students will complete an online application through Google Forms
2. Executive Position Open Forum
  - a. After the application period has closed, the organization will hold an open forum at a General Club meeting
  - b. Each officer candidate will be allowed to make a 2-minute speech about which position(s) they are running for, why they are interested, and what they would do in that position
    - i. An additional minute per position will be added if the candidate applied to more than one position
  - c. All organization members can participate in a Question & Answer (Q&A) time with the candidate immediately following their candidate speech
  - d. After this open forum, all organization members will be able to provide feedback regarding the candidates by Google Form.
3. Current Executive Board Discussion
  - a. At the next Executive Board meeting following the General Club Open Forum, the Execs will discuss all the officer candidates (including their application, candidate speech, and Q&A time), as well as all feedback received from the General Club.
  - b. After evaluating each person's skills, abilities, and goals, the Executive Board will create a proposed slate of officers for the following year by preliminarily assigning candidates to a proposed office position.
4. Selection of New Officers
  - a. Once the full slate has been created by the current Executive Board, the current Executive Board will conduct a blind vote on the full slate of officers.
  - b. The current Executive Board must unanimously approve the full slate of officers in order for them to be selected as the incoming officers of the organization.
  - c. If there is a dissenting vote to the full slate of officers, the Executive Board will move back into discussion (#3 above) and create a revised slate of officers to vote upon (#4). This process continues until the Executive Board unanimously approves a full slate of officers.

### **Section Five: Removal of Officers**

Concerns regarding an officer's performance should be brought to the attention of the President and Advisor, who will address the concerns with the officer in a private meeting and collectively create an action plan for moving forward.

Should there be continued concerns, the President and Advisor will have a conversation with the officer about stepping down from their position. If they decline to step down, the concerns shall be brought before the Executive Committee. The individual in question, as well as the

individual(s) who brought the concerns, will have the opportunity to speak. The officer will be removed from their position if at least 50% of the Executive Committee vote for their removal.

Concerns that could lead to removal of the officer include, but are not limited to, not fulfilling their officer duties on a consistent basis, or regularly missing executive and/or general meetings.

### **Section Six: Replacement of Officers**

Should a vacancy occur during the year due to an officer resigning or being removed, applications will be made available to fill the vacancy. Interested individuals will need to follow the selection process outlined above.

### **Article VI I: Advisor**

There will be a minimum of one Advisor for the organization, which must be a current Iowa State University Faculty or Staff member. The Advisor may serve as the advisor for the organization until they resign, end employment with Iowa State, or are removed from office, whichever happens first.

The Advisor must maintain communication and meet with officers regularly. They must be aware of, and approve, financial expenditures. They must ensure that the organization is operating in conformity with the standards set forth by Iowa State University and Student Engagement. The Advisor serves as the official advisor for the student organization and liaisons with Iowa State University departments and offices on behalf of the organization.

Members of the organization can bring their concerns regarding the Advisor's performance to the President and/or the Advisor directly. The President will have a private conversation with the Advisor and collaboratively create a plan to move forward. Should there be continued concerns, the President will address the concerns in an Executive Committee meeting. Both the Advisor and the member(s) with the concern will be allowed to speak. Removal of the Advisor requires a minimum 50% vote of the Executive Committee.

If there is a vacancy in the Advisor position, the President will solicit advisor nominations from the Executive Committee, keeping in mind that nominees must be current Iowa State faculty or staff members. The President will contact those nominees to gauge their interest in the position and interview them for the position. At an Executive Committee meeting, the President will summarize their conversations with each nominee and present a recommended Advisor candidate to the Executive Committee. This person must be approved by at least 50% of the Executive Committee members to be selected as the Advisor.

## **Article VIII: 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.

ACSoc may 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 Committee and requires a minimum 50% vote by the general membership to be approved. Dues will not exceed twenty dollars (\$20) per semester. Dues must be paid by September 30th for the Fall semester and February 28th for the Spring semester.

## **Article IX: Amendments & Ratification**

### **Section One: Amendments**

Amendments to this constitution must be submitted in writing at a regular meeting of the organization. Said amendment(s) will be voted on at a subsequent meeting. In order to adopt the amendment, a vote of 67% of the membership is necessary. Amended constitution will be submitted within 10 days to Student Engagement for approval.

### **Section Two: Ratification**

This constitution shall become effective upon approval by a 67% vote of the membership. Ratified constitutions must be submitted to Student Engagement within 10 days for final approval.