

**Community & Regional Planning Graduate Student Club  
at Iowa State University**

**Constitution**

(Revised April of 2014)

**Article I: Name**

**The name of this club is the Community and Regional Planning Graduate Student Club at Iowa State University** – The “CRP Grad Club”, for short. It is an organization established by the graduate students in the Department of Community and Regional Planning.

**Article II: Purpose**

This club is an organization established by the graduate students in the Department of Community and Regional Planning. Our meetings are geared toward professional advancement, as we typically incorporate associated lectures and discussions. We also organize social events with faculty and students, and promote attendance and participation at professional meetings and conferences in the planning field.

**Article III: Statement of Compliance**

**Section One:** The Community and Regional Planning Graduate Student Club at Iowa State University abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations.

**Section Two:** This organization will be run by elected officers who must be registered graduate students at Iowa State University in the Department Of Community and Regional Planning. The Community and Regional Planning Graduate Student Club at Iowa State University agrees to annually complete President’s Training, Treasurer’s Training and Advisor Training (if required).

**Article IV: Non-Discrimination Statement**

Neither Iowa State University nor the Community and Regional Planning Graduate Student Club discriminates 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. Inquiries can be directed to the Director of the Office of Equal Opportunity and Diversity, 3680 Beardshear Hall.

**Article V: Membership**

Membership is open to all registered students at Iowa State University. Membership will be established via the receipt of annual dues from interested parties. These dues will be collected and will allow ISU registered students voting rights and will allow both registered students and non-registered members to participate in the organization's activities. Upon receipt of membership dues, parties then become official members of the organization. Members and officers should be recorded and kept up to date by either the President or Treasurer of the organization through the Iowa State Student Organizations Website: <http://sodb.stuorg.iastate.edu/>

However, this organization is open to *all* registered students at Iowa State University. Registered students may vote on officer positions and the organization's decisions related to activities; non-registered students, faculty, and staff *may not vote*.

## **Article VI: Risk Management**

The Vice President, in addition to other defined responsibilities, will also assume the role of risk management officer for the Community and Regional Planning Graduate Student Club at Iowa State University.

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 the Community and Regional Planning Graduate Student Club at Iowa State University, [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 (if applicable).

## **Article VII: Officers and Committee Duties**

The CRP Grad Club is structured with Officers and Committees. The Officers are nominated and voted in to office. Committees are made up of self-nominated volunteers. Each Committee has one Committee Chair or two Co-Chairs. They are responsible for communicating the committee's activities with the rest of the club members via club meetings and email. Other officers and committees can be added as needed. However, the responsibilities of positions and activities being planned must be discussed and voted on for approval by club members prior to the assignment of activity head or the establishment of a committee.

### **President:**

- call and run meetings as needed;
- communicate with administration regarding the club's responsibilities (to include establishment of guidelines for activity participation, requests from accreditation committees, and any other official communications that may arise);
- ensure information is disseminated to the organization members
- Administer application for annual GPSS allocations.

### **Vice President:**

- assist President with the above responsibilities as needed
- attend bi-weekly faculty meetings, and keep other officers updated on current events

- assume responsibilities of Risk Management as required by Iowa State University's Student Activities Center

#### **Treasurer:**

- manage organization's budget, to include tracking of expenditures and deposits in the club's ledger
- determine and communicate to officers, faculty advisor, and organization members the expected costs of activities
- collect and deposit membership dues
- collect monies acquired via fund-raising, donation, or any other method of fund acquisition

#### **Communication Coordinator :**

- prepare agenda based on officer meetings and discussions
- record minutes
- take attendance at meetings and record in minutes
- maintain Facebook page, LinkedIn page, and listserve

#### **APA Iowa Student Representative (must have own means of transportation):**

- Attend quarterly APA Board Meetings
- Attend CRP Grad Club meetings

#### **Lectures Committee**

The Lectures Committee solicits lecturer ideas from students and faculty. They work with the Community and Regional Planning Department, ISU Lectures, and club members to host Planning related speakers and workshops.

#### **Fundraising Committee**

The Fundraising Committee is responsible for at least one event per year such as a bake sale or pizza sale etc. Funds raised through Committee activities go to support the entire club and are allocated by the officers to be voted by the club members.

#### **Events Committee**

The Events Committee is charged with facilitating and organizing fun, social, cultural, and non-academic events. Events may vary in size. Past events have included: rock-climbing, movie nights, Chinese hot-pot New Years Celebration, Yoga in the Atrium, Kick-ball, campus-wide Eat-In.

#### **Conference Committee**

The Conference Committee is the hub for student participation at local, regional, and national conferences. They will help connect club members who are interested in going to the same conference and provide logistical support with registration and transportation.

#### **Officers**

The officers of this organization must meet the following requirements:

(a) Have a minimum cumulative grade point ratio (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 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 under consideration.

(b) Be in good standing with the university and enrolled: 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).

Officers must be registered graduate students of the Department Of Community and Regional Planning at Iowa State University for the duration of their term of office.

All offices can be held by any registered graduate student in the Department Of Community and Regional Planning.

## **Officer Elections and Committee Assignments**

An annual meeting will be held for elections no later than the end of the fall semester and no earlier than November 1st for the offices of President, Vice President, Treasurer, GPSS representative, and APA Iowa Student Representative. Secretary elections should take place during the first meeting of the fall semester and should be filled by a first year graduate student.

Candidates for officers will be nominated at these meetings. The candidate must attend this meeting in order to be considered for the position, unless notification is sent to a club officer prior to the meeting establishing the candidates interest in the office. If the candidate cannot attend the voting meeting and notification has been sent to an officer, the officer will inform the attending parties at the meeting of the candidate's interest. The candidate will then be considered during voting for the office.

Officers will be elected by a simple majority vote. The method for voting (show of hands or secret ballot) can be determined at the time of vote by those in attendance via a simple majority vote.

Voting members *must* be in attendance at this meeting in order to vote.

Officers term of service will last for one year and will begin their term of service on the day after the last day of the Fall Semester and end their term on the last day of the following Fall Semester. There should be a transferring of information from current officers to newly elected officers prior to this date.

The committees described in "Officer and Committee Duties" will form at the first organizational meeting of the Spring semester.

## **Replacement Elections**

Should an elected officer vacate their office during their term of service for whatever reason, a simple majority vote will be held at the next organization meeting after the resignation occurs. Communication from the President or Vice President will be disseminated to all members prior to the next scheduled meeting informing them of the vacated office, allowing members time to consider nominations to fill the position.

Voting members *must* be in attendance at the next meeting in order to vote.

If, at any point during the term of service, a committee chair needs to be replaced, a new chair should be established at the next organizational meeting. Any club member can self-appoint to serve in this role. If no replacement is found, the responsibilities for this position will be taken over by the President, Vice President, Treasurer, GPSS Representative, or APA Iowa representative until a replacement can be found.

## **Removal Procedures**

Should it be determined that an officer is not fulfilling his or her duties, a meeting will be called to discuss this with the officer. After a discussion is held with the officer in question, a vote will take place using secret ballot regarding whether or not impeachment should be considered, the decision being established by a 2/3 majority. If the votes determine an impeachment should be considered, a second vote via secret ballot will be held to determine whether the officer in question should be impeached. Votes should be counted and reported at the time of the meeting. Impeachment of the officer will be determined by a simple majority vote.

Voting members *must* be in attendance of this meeting in order to vote.

## **Article VIII: Advisor(s)**

The organization's advisor will be selected at the same meeting in early April as the officers are elected. The president and Vice President should determine which faculty members are interested in this position at least one week prior to the election meeting and will disseminate this information to all members. Faculty advisors are appointed via willingness to serve. Should the advisor not be fulfilling the obligations of the role, members of the club should meet with the department chair to explore the appointment of a replacement faculty advisor.

## **Advisor Duties**

The Advisor is responsible for aiding the organization in decision-making, activity scheduling, and information gathering in an "advisory" capacity. Actual decisions, scheduling, and information gathering will be made/done by students; the advisor is intended to "advise" the students. The Advisor is also expected to attend organization meetings. Attempts will be made to coordinate meetings and other activities to conform to the Advisor's schedule to allow the advisor ample opportunity to attend. The Advisor is responsible for approving organization expenditures.

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

Dues will be collected annually on or prior to the second meeting of each academic year. Dues will not exceed \$20 annually. Dues are non-refundable.

## **Procedures for Amending Constitution**

Should a need arise to amend the organization's constitution, a meeting will be called of the CRP graduate club members. A quorum is required for amendments to be discussed. A majority of the members present must affirmatively vote to approve the changes. The President and Vice President will then type the amendment based on communication during the meeting and will present this amendment to the Student Activities Center (SAC) within ten days of the meeting for approval.

Upon approval of the amendment, a ratified constitution will be submitted to SAC within ten days of the approval for final approval.

## **Meetings**

Meetings will be held at least monthly, unless upcoming or ongoing organization activities require more frequent meetings. Meetings time and location will be established based on feedback from members as to their respective schedules, to allow for the most convenient time for the majority of members.

## **Communication**

Club information will be disseminated by the President and/or communications coordinator via e-mail, unless a particular activity is being organized by a member or committee of members, who would then disseminate information regarding that particular activity. Member e-mail addresses will be acquired at the time of the collection of membership dues.