

**CONSTITUTION**  
**THE IOWA CHAPTER OF GAMMA SIGMA DELTA AT IOWA STATE UNIVERSITY**  
**The Honor Society of Agriculture**

As Amended December 2014

**ARTICLE I**  
Name and Purpose

- Sec. 1. The name of the chapter shall be the Iowa Chapter of the Honor Society of Agriculture, Gamma Sigma Delta at Iowa State University, hereinafter referred to as the Chapter.
- Sec. 2. The objectives of the Iowa Chapter of the Honor Society of Agriculture, Gamma Sigma Delta, shall be to encourage a high degree of excellence in the practice of agricultural pursuits and to encourage high standards of scholarship in all branches of agricultural science and education.
- Sec. 3. Gamma Sigma Delta will abide by and support established Iowa State University policies, State and Federal Laws, and follow local ordinances and regulations. Gamma Sigma Delta will annually complete President's Training, Treasurer's Training, and Adviser Training.

**ARTICLE II**  
Organization

- Sec. 1. The Iowa Chapter of Gamma Sigma Delta is a chartered local chapter of the National Honor Society of Agriculture, Gamma Sigma Delta.
- Sec.. 2. The Chapter accepts in full the provisions in the Constitution and by-laws of the National Society of Gamma Sigma Delta.

**ARTICLE III**  
Membership

- Sec. 1. The membership of this Chapter shall consist of those members of the National Society who may affiliate with the Chapter and those members who may be elected into the Society of the Chapter.
- Sec. 2. There shall be three types of elected membership in the Chapter – students, faculty and alumni.
- Sec. 3. Undergraduate students may be chosen from the several curricula administered by the College of Agriculture and Life Sciences at Iowa State University. The following guidelines and exceptions are to be followed:
  - a. Qualified undergraduate students majoring in Agricultural Engineering (College of Engineering) and Landscape Architecture (College of Design) will be eligible for nomination.
  - b. Veterinary Medicine III (junior) students will be chosen from the College of Veterinary Medicine.
  - c. All students nominated must have earned a grade point average, including credits transferred to Iowa State University, of at least 3.00, based on a 4.00 rating system. Juniors must rank in the top 5% of the class and seniors must rank in the top 15% of the class in their respective

college. Candidates must have completed at least 24 graded semester hours at Iowa State University at the time of election. To be eligible, they must not only be students who show high scholarship but also have evidence of high moral character.

- Sec. 4. Graduate students from agriculture based curricula who have shown outstanding ability in advanced study of agriculture may be elected to membership. Students in graduate curricula associated with colleges other than agriculture, but whose majors are associated with agriculture, may also be eligible for election. A list of all acceptable allied majors will be maintained by the Secretary-Treasurer and updated as necessary with approval of the Chapter. To be eligible, the students must have completed at least 14 semester credits in the Graduate College of Iowa State University. A graduate student must have a grade point average of 3.50 or above, excluding research credits, to be eligible.
- Sec. 5. Faculty members from Iowa State University may be elected if they have worked in agriculture or in related sciences for at least three years and have shown exceptional ability as teachers, investigators or extension workers. No more than 10 faculty members may be elected to membership in any one year.
- Sec. 6. Alumni members may be chosen from the graduates of any land grant college or other institutions offering comparable degrees. They must have rendered signal service to the cause of agriculture through outstanding leadership in agricultural endeavor in Iowa. They must have been graduated for at least five years. No more than five alumni may be elected in any one year.
- Sec. 7. Iowa State University and the Iowa Chapter of Gamma Sigma Delta 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 IV**

### **Officers**

- Sec. 1. The officers of this Chapter shall be President, Vice-president, Secretary-Treasurer and Adviser. The terms of the President, Vice-president and Adviser will be for one full year (from August to August). The term of the Secretary-Treasurer will be for three full years (from August to August).
- Sec. 2. The officers shall be elected by those members who are present at the election meeting of the Chapter from a slate presented by a nominating committee plus any nominations offered from the floor. The Adviser will be the President from the previous year.
- Sec. 3. Officers in Gamma Sigma Delta are faculty and staff members at Iowa State University. If there is a student officer in the future, the student officer must meet the following requirements:
- a. 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.
  - b. 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.

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

- Sec. 4. The Nominating Committee shall consist of the three immediate past presidents.
- Sec. 5. The government of the local Chapter shall be administered by the Executive Committee, except for the election of officers, election of new members and the levy of assessment or dues.
- Sec. 6. The Executive Committee shall consist of the President, Vice-president, Secretary-Treasurer and Adviser. Ex-officio members shall include the Historian, the Chairperson of the Membership Committee, and the Chairperson of the Awards Committee.
- Sec. 7. In the event of the office of the President becoming vacant, the Vice-president shall advance to the presidency and shall serve for the remainder of the unexpired term. The Executive Committee shall be empowered to appoint a Vice-president or Secretary-Treasurer to fill an unexpired term.
- Sec. 8. The principle duties of each officer shall be those normally required of such officers and in accordance with Article VI hereof.
- Sec. 9. The Chapter officers shall select a legislative delegate to the Bi-Annual Conclave of the National Society.
- Sec. 10. Officers or advisers may be removed from office by  $\frac{1}{2}$  vote of the other officers and  $\frac{3}{4}$  of the general membership if actions are deemed inappropriate by the membership. Such inappropriate actions may include failure to discharge the duties of the office and failure to abide by the responsibilities set forth in the Iowa State University Faculty Handbook or the Iowa State University Student Code of Conduct. The officer or adviser is permitted to speak before the Executive Committee 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 Committee regarding the charges.

## **ARTICLE V**

### **Meetings**

- Sec. 1. An election meeting shall be held during the spring semester of the school year to elect officers, elect new members and to transact other business which may be pertinent to the Society. The election meeting date shall be set by the Executive Committee.
- Sec. 2. A meeting of the Chapter may be called at any time by the Executive Committee or upon the petition of fifteen (15) members of the Chapter.
- Sec. 3. A written and/or email notice of each business meeting shall be sent to all active Chapter members at least fifteen (15) days before the date of the meeting.
- Sec. 4. Robert's Rules of Order will prevail at any meeting of the Chapter.

Sec. 5. A quorum shall be defined as those present at a duly called meeting.

## **ARTICLE VI**

### Duties of the Officers

Sec. 1. The President shall:

- a. Preside over the Chapter meetings.
- b. Call and preside over the Executive Committee meetings.
- c. Preside over the ceremonies for the initiation of new members.
- d. Appoint all committees necessary for the functioning of the Chapter in a reasonable and proper manner.
- e. Administer the affairs of the local Chapter in a manner which shall be a credit to the aims and objectives of Gamma Sigma Delta.
- f. Appoint a Historian to maintain the historical records of the Chapter.

Sec. 2. The Vice-president shall:

- a. Assist the President in matters pertaining to the activities of the Chapter.
- b. Assume the role of the President in the absence of the latter.

Sec. 3. The Secretary-Treasurer shall:

- a. Maintain contact with the National officers.
- b. Draft and read the minutes of the Chapter meetings.
- c. Draft the minutes of the Executive Committee.
- d. Maintain the membership lists of the Chapter.
- e. Transmit to the National Society the list of the initiation fees for the newly initiated members each year.
- f. Carry out the duties required for correspondence connected with the operation of the Chapter.
- g. Distribute notices and the agenda for meetings to active members.
- h. Have charge of all Chapter funds and disburse them as approved by the Chapter Executive Committee.
- i. Keep a record of all funds collected and disbursed by the Chapter.
- j. Prepare and read the report of the financial condition of the Chapter.
- k. Submit the Treasurer's records to the auditing service or duly appointed committee.

Sec. 4. The Adviser shall:

- a. Maintain communication and meet with officer(s) regularly.
- b. Have awareness and approval of financial expenditures.
- c. Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and the Student Activities Center.
- d. Serve as the Risk Management Officer for the Chapter. The role of the Risk Management Officer is to (a) help minimize potential risks for Chapter activities, (b) recommend risk management policies or procedures to the Chapter, (c) submit documentation to the Iowa State University Risk Management Office, (d) ensure that Iowa State University policies are followed at all Chapter events and (e) ensure that proper waivers and background checks are on file with the Iowa State University Risk Management Office for all Chapter events.

**ARTICLE VII**  
Elections

Sec. 1. Election of Officers

- a. Where two or more names appear on the slate of nominees for any one office the election will be by secret ballot. The Nominating Committee shall present at the election meeting a list of nominees in ballot form. Additional nominations shall be accepted from the floor.
- b. Officers shall be declared elected from a simple majority of those members present provided a quorum has been declared.

Sec. 2. Nomination and election to membership in the Society by this Chapter shall be done in the following manner:

- a. The President shall appoint a Membership Committee consisting of a minimum of three members of the Chapter, plus the Executive Committee which shall act as Ex-officio members. Members of the Membership Committee shall serve three-year terms that may be renewed.
- b. The Secretary will request that each department, through the Departmental Liaison, nominate eligible faculty and alumni for membership.
- c. Any member of the Chapter may submit nominations for graduate students, faculty or alumni.
- d. The Membership Committee shall screen the list of nominations before the election meeting and limit the number of faculty to ten and the number of alumni to five. Alumni membership may include persons holding the two-year certificate from Iowa State University.
- e. During the annual meeting the Chairperson of the Membership Committee will present the names of faculty and alumni for consideration.
- f. The Secretary will present the names of the undergraduate and graduate students eligible for membership
- g. The election of nominees shall be by majority vote provided a quorum has been declared.
- h. Those elected to membership shall be notified in writing by the Secretary and instructed to indicate acceptance of the invitation.
- i. The members of the Society elected to membership by the Chapter will be initiated at the Award Ceremony.

**ARTICLE VIII**  
Dues

Sec. 1. The Chapter initiation fee shall be proposed by the Executive Committee and approved by the membership at a duly called meeting.

Sec. 2. There will be no Chapter dues or special assessments levied against the members.

**ARTICLE IX**  
Awards

Sec. 1. The Chapter shall make annual awards to individuals in recognition of their commitment to and demonstration of the objectives of the Chapter and National Society. These awards may include:

- a. Distinguished Service to Agriculture Award of Merit: recognizes exemplary contributions to agriculture in the form of teaching, research, extension, or other distinguished service.

- b. Mission Award of Merit: annually recognizes three faculty in the college who have made exceptional contributions in helping Iowa State University achieve its mission in the areas of extension, research and teaching.
  - c. Alumni Award of Merit: recognizes alumni of the Chapter who have distinguished themselves in an exceptional way(s).
  - d. Senior Award of Merit: a senior student is recognized for academic achievement.
  - e. Sophomore Award of Merit: a sophomore student is recognized for academic achievement.
  - f. Distinguished Alumni Recognized for Membership: recognizes alumni exemplary achievement.
- Sec. 2. The President shall appoint an Awards Committee consisting of a minimum of three members of the Chapter to secure and prepare for awards recognition. Members of the Awards Committee shall serve three-year terms that may be renewed. The Awards Committee will make recommendations to the Executive Committee.
- Sec. 3. Recipients of the awards shall be determined by majority vote at the election meeting.

## **ARTICLE X**

### Departmental Liaisons

- Sec. 1. The President shall appoint a Chapter member Liaison for each department in the Colleges of Agriculture and Life Sciences, Engineering, Veterinary Medicine and Design from which students, faculty and alumni are eligible for nomination.
- Sec. 2. Departmental Liaisons shall serve as a conduit of information for the Chapter and shall help secure nominations for Chapter membership and awards.

## **ARTICLE XI**

### Treasury Funds

- Sec. 1. Treasury funds in excess of those needed for annual operating expenses will be invested as directed by the Executive Committee.
- Sec. 2. The Executive Committee is granted the authority to redeem, cash or sell any or all of its securities or other investments as needed to carry out the objectives of the Chapter.
- Sec. 3. All monies belonging to this organization shall be deposited and disbursed through a bank account established for the 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 Adviser to this organization must approve and sign each expenditure before payment.

## **ARTICLE XII**

### Amendments

The constitution may be amended by three-fourths affirmative vote cast at any called meeting, provided written notice of the proposed amendment or amendments has been circulated to the members not less than fifteen (15) days before the meeting date.