

Iranian Students and Scholars Association (ISSA) Constitution

Effective December, 2022

Article I – Name

The name of this organization shall be the Iranian Students and Scholars Association (ISSA) at Iowa State University.

Article II – Purpose

ISSA aims to:

- Represent Iranian students and scholars at Iowa State University.
- Promote the rich culture of Iran and the Farsi, Turkish, Kurdish, Arabic, and other local languages at ISU through events and activities.
- Strengthen connections between members and the larger Ames community.
- Create an environment to network members with other Iranian communities in the US.

Article III –Statement of Compliance

- Section One: ISSA abides by, supports established Iowa State University policies, State and Federal Laws, and follows local ordinances and regulations.
- Section Two: ISSA agrees to annually complete President’s Training, Treasurer’s Training, and Advisor Training (if required)
- 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 Adviser to this organization must approve and sign each expenditure before payment.
- ISSA follows the policies set by Student Organization Recognition Policy (SORP) document <http://policy.iastate.edu/policy/sorp>). In the case of any contradictory statement, SORP is valid.

Article IV – Nondiscrimination Statement

Iowa State University and ISSA do not discriminate based on 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. Inquiries regarding non-discrimination policies may be directed to the Office of Equal Opportunity, Title IX/ADA Coordinator, and Affirmative Action Officer, 3350 Beardshear Hall, Ames, Iowa 50011, Tel. 515 294-7612, email eooffice@iastate.edu.

Article V – Membership

Membership shall be open to all registered students, scholars, faculty, and staff at Iowa State University.

The organization must be mainly composed of students and be controlled and directed by students. Members are urged to attend general meetings and to support organization projects and events.

Membership Due— The ISSA does not require any membership dues.

Term of Membership— Any ISU student or scholar can join ISSA as a member. ISSA also accepts members outside the university, Iranian, or anyone interested in Iranian culture. To obtain active membership status for a semester, ISSA members must have completed at least the following requirements:

- I. Attend one general meeting
- II. Attend one social event

Revocation of Membership—A member is impeached by the vote of 10 members or a majority of officers if actions are deemed inappropriate according to the ISSA constitution and ISU code of conduct

(<http://policy.iastate.edu/policy/SDR>). The member is permitted to speak before general meeting attendants about the charges. Membership will be revoked by vote of the **Officers Supermajority (3/4 of the meeting attendants)**.

Article VI – ISSA Government

- A. Faculty Advisor
 - a. The Faculty Advisor position is filled by a faculty member who fulfills this position for the time they choose. The Faculty Advisor position will only be voted upon when the current Faculty Advisor steps down or impeached from this position.
 - b. The Adviser of this organization shall maintain communication with university administration, communicate the university requirements or update to the organization’s officers, and assist with the leadership development of the organization’s officers.

- B. Eligibility

The officers of this organization must meet the following requirements:

 - a) Be a full-time or part-time undergraduate or graduate student at Iowa State University.
 - 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) 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.
 - d) Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).

- C. ISSA Cabinet

The following officers shall constitute the ISSA Cabinet:

 - a. President
 - b. Vice President
 - c. Secretary
 - d. Treasurer
 - e. Social Chair
 - f. Membership and Volunteer Chair
 - g. Event Chair
 - h. Fundraising Chair

- D. Election Process

ISSA Cabinet

 - i. All Cabinet positions will be subject to an annual election where current members will be present.

 - ii. Elections for the following positions shall be held in April:
 - 1. President
 - 2. Vice President
 - 3. Secretary
 - 4. Treasurer

5. Social Chair
6. Membership and Volunteer Chair
7. Event Chair
8. Fundraising Chair

- iii. The elected officers above will begin their term with the Cabinet Exchange Meeting to be held in April or May.
- iv. Although not a requirement, presidential nominees with previous ISSA Cabinet experience are preferred.
- v. The election date shall be announced by the current board at least a month prior to the election date.
- vi. Nominations shall be taken at an election meeting or online within a one-week period.
- vii. Voting shall be available to all the members and be done anonymously.

E. Removals from Office and Vacancies

ISSA Cabinet members might be removed from office for negligence or incompetence by a three-fourths (3/4) vote of the ISSA Officers if notice was given at the prior meeting.

a. Vacancy of the President

- i. In the event of a temporary absence of the President, the Vice-President shall assume the duties of the President.
- ii. In the case of the permanent absence of the President, the Vice-President shall receive a confidence vote of one-half (1/2) Cabinet members to assume the duties of the President. If this fails or if the Vice President declines, nominations and an election shall be held at the earliest possible consecutive meeting to elect a President to complete the term.

b. Vacancy of other ISSA Cabinet members

- i. In the event of a temporary absence of other Cabinet members, that position's responsibilities will be allotted accordingly to the available Cabinet members.
- ii. Nominations and elections shall be held at the earliest possible consecutive meeting.

F. Duties of ISSA Cabinet members

Officers shall meet in addition to regular organization meetings. Officers shall appoint and recruit committees for specific tasks and events. The majority of both officers and general meeting attendants would assign committee chairs.

a. General Cabinet Duties:

- i. Complete and return applicable event forms to the Secretary within one (1) week of the event
- ii. Attend all events unless prior notice is given
- iii. Assist in setting up before Meetings and kickoff events
- iv. Attend all Cabinet meetings
- v. Assist in maintaining the ISSA tools and belongs
- vi. Become Serve-Safe certified through ISU for the safe handling of food
- vii. Promote and encourage fellow ISU students to join and attend ISSA events

b. President:

- i. Preside over all meetings
- ii. Represent ISSA on campus
- iii. Ensure and manage ISSA's participation in required and affiliated meetings

- iv. Ensure that ISSA is operating in conformity with the standards set forth by Iowa State University and Student Organization
 - v. Maintain communication with the organization's adviser
 - vi. Organize committees and volunteers for ISSA events and projects
- c. Vice President:
- i. Preside over meetings in the absence of the President
 - ii. Schedule meetings/events with appropriate University offices
 - iii. Coordinate organization promotion and publicity of events
 - iv. Update membership about future ISU events, activities, and possible involvement opportunities
 - v. Serve as risk management officer
- d. Secretary:
- i. Maintain an accurate record of all organization meetings and post for members
 - ii. Maintain membership directory
 - iii. Act as new member coordinator
 - iv. Correspond, when necessary, with the university administration and other recognized organizations
 - v. Correspond with members regarding suggestions, complaints, and grievances.
- e. Treasurer:
- i. Maintain accurate records of organization transactions and campus account
 - ii. Collect dues and fees if required
 - iii. Develop the organization budget and present it to the ISSA board
 - iv. Arrange fundraising opportunities for the organization
 - v. Make and approve purchases with the Adviser
- f. Social Chair:
- i. Organize and plan all social functions
 - ii. Take attendance at all social functions and submit attendance records to the Secretary at least one week before all Cabinet Meetings
 - iii. Organize and run Social Committee if deemed necessary by a majority of the Cabinet
 - iv. Submit the complete active Social Committee membership list to the Secretary no more than one (1) week after a time set under the discretion of the committee leader
 - v. Organize travel arrangements with the Treasurer for all conferences
 - vi. Paired with Extension and Outreach Chair for the new student's accommodation situation (Including transportation and finding hosts, and helping them to feel a home away from home)
- g. Membership and Volunteer Chair:
- i. Organize and run the Recruitment Committee if deemed necessary by a majority of Cabinet
 - ii. Submit the complete active Recruitment Committee membership list to the Secretary no more than one (1) week after a time set under the discretion of the committee leader
 - iii. Plan the Membership Drive each semester.
 - iv. Continually promote continued recruitment and advertisements of ISSA to current and potential ISSA members
- h. Event Chair:
- i. Take photos at all events or delegate to committee or volunteer representative(s)

- ii. Upload photos to Q-drive one week after all events
 - iii. Update the ISSA bulletin board regularly with upcoming events and other useful information
- i. Fundraising Chair:
 - i. Works with a committee appointed by the president to plan and organize fundraising activities
 - ii. Focuses on raising funds needed to meet the unit's budget
 - iii. Presents reports on proposed fundraising activities at board and association meetings for approval

Article VII – Amendment

- A. This constitution may be amended with a three-fourths (3/4) vote of the attending ISSA Officers providing notice at the Cabinet Meeting before the Cabinet vote.
- B. This constitution shall not be valid until it has been approved:
 - a. The constitution shall be presented to the ISSA Cabinet and tabled for at least one meeting
 - b. The constitution shall pass without amendments by a three-fourths (3/4) vote of the attending ISSA Cabinet
- C. If ratified, this constitution shall be effective starting December 15, 2018, and all previous constitutions shall become null and void.

Article VIII – Finances

- A. Financial Recourses:
 - ISSA is run by officers who are willing to work voluntarily and does not collect any membership fees. does not have any financial resources.
 - The fundraising chair is supposed to apply for available university funds to help the ISSA hold events for the community. Getting funds for the Nowruz celebration is highly encouraged as it is the biggest event for Iranians.
 - The allocation of received funds should be discussed and decided in an executive meeting. The majority of votes define the priorities in fund allocation.
 - Treasurer has the association's P-Card and will be in charge of holding accounts for the received funds, making or approving purchases, collecting fees for events (through the marketplace page, or cash), submitting all the cash collected during events, and reporting the expenses to the university.
 - In case that the organization is dissolved, all the organization funds will be held by the university.

B. Article IX – Advisors

- A. Impeachment/Removal of Advisors
 - a. In the event the current ISSA advisor or practitioner advisor needs to be removed from office, a motion for impeachment must be made at a Cabinet meeting. Impeachment will be considered only after the president requesting that the said advisor corrects the unsatisfactory behavior. Before proceeding, a three-fourths (3/4) vote of no confidence must be made at a Cabinet meeting. If the vote is passed, inform the advisor of their removal from the office. The said advisor will be allowed to address the Cabinet before their removal. After the advisor's address is given, the Cabinet will vote again. The advisor will be asked not to be present during the final vote, and if still there is a three-fourths (3/4) vote of no confidence, the advisor will be removed. An election of a new advisor must be made immediately following the impeachment.

Article X – Officer Responsibility for Risk Management

- A. All recognized student organizations at Iowa State University must identify a new or existing officer responsible for risk management and state the officer's duties in their constitution. For ISSA, these responsibilities are jointly shared by the ISSA President and Vice President.
- B. 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 ISSA, [c] to submit documentation to ISU's Risk Management Office, [d] to ensure that Iowa State University policies are followed at all ISSA events, and [e] to ensure that proper waivers and background checks are on file with Risk Management for events (if applicable).