**Business Council Constitution**

**Last Amended and Approved:**

**Article I: Name**

1. The official name of this organization shall be The Business Council at Iowa State University, hereafter referred to as The Business Council, Business Council, or the Council.

**Article II: Purpose**

1. Business Council is the overarching student organization in the College of Business at Iowa State University.
2. The purpose of Business Council is to:
   1. Officially represent the College of Business at certain university functions.

b. Increase student involvement with the College of Business.

c. Act as an overarching resource in the College for the College’s other student organizations and be a liaison between these student organizations and the Undergraduate Programs Office and Dean’s Office.

d. Recognize and honor the College of Business faculty and staff.

e. Provide assistance in the betterment of the College of Business students academically, as well as professionally.

f. Improve the experience of the students in the College of Business overall.

**Article III: Statement of Compliance**

1. Business Council abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations.
2. Business Council agrees to annually complete President’s Training, Treasurer’s Training and Adviser Training, if Adviser Training is necessary.

**Article IV: Membership**

1. Iowa State University and Business Council 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.
2. Eligibility Requirements:
   1. To be eligible for Business Council membership:
      1. You must be a full-time, undergraduate student at Iowa State University.
      2. Your major, either primary or secondary, must be in the College of Business.
      3. You must maintain a 2.50/4.00 cumulative GPA at Iowa State University.
         1. First-semester freshmen and transfer students are eligible to apply for membership. They will go through the application process and, if selected, become a member with agreement to reveal their cumulative GPA to the Business Council Adviser the following semester.
            1. If the cumulative GPA of the student meets or exceeds a 2.50/4.00 in that first semester at Iowa State University the student will become an official member.
            2. If the cumulative GPA of the student does not meet the 2.50/4.00 requirement in that first semester at Iowa State University their membership will be revoked from the Council.
      4. It is recommended that a student have previous experience in any of the College of Business student organizations, other student organizations on campus, or other extracurricular involvement.
3. Council Organization
   1. Business Council consists of an Executive Board and general membership
      1. When a new member receives membership onto the Council, they are considered to be a general member. The member will then be placed onto a committee. Committee members and committee chairs are considered general members.
4. Membership Requirements:
   1. For membership requirements, see the Business Council membership contract.
5. Probation
   1. Failure to complete any of the membership requirements by a general member in a given semester will put that member on probation in the Council the following semester.
      1. If the member completes all of the membership requirements during the semester on probation they will be taken off of probation within the Council.
      2. Failure to complete the membership requirements the following semester will result in the termination of membership.
   2. If during an individual member’s tenure on Business Council results in more than two probationary semesters, he/she will be permanently terminated.
      1. Probationary semesters may not be consecutive.
   3. Pardons are to be decided on an individual case basis.
6. Withdrawal of Membership
   1. A member must email the Executive Board to request membership withdrawal.
   2. In addition to the email, the member must submit a formal, signed request to the Business Council President.

**Article V: The Executive Board**

1. The Executive Board consists of the President, Vice President, Treasurer, and Secretary.
   1. The President’s responsibilities include, but are not limited to:
      1. Conducting General/Executive Board Business Council meetings.
      2. Serving as the connection between Business Council and College of Business Undergraduate Programs Office and Dean’s Office.
      3. Providing oversight of the Business Council’s general business with Executive Board members and committees.
      4. Working with Executive Board members and committees to construct future vision statements and goals, and implement ideas to further said goals.
   2. The Vice President’s responsibilities include, but are not limited to:
      1. Helping the Executive Board fulfill the tasks of the organization.
      2. Maintaining responsibility for the logistics of the Council.
         1. This means dealing with specific events and services to ensure they are executed properly.
      3. Being the contact person if the committees have questions regarding specific events, and communicating with other Executive Board members as necessary.
      4. Act as the Risk Management Liaison for Council events.
         1. This includeshelping minimize potential risks for club activities; ~~,~~ recommending risk management policies or procedures to the Council; ~~,~~ submitting documentation to ISU’s Risk Management Office, ensuring Iowa State University policies are followed at all Business Council events; and ensuring proper waivers and background checks are on file with Risk Management for events ~~(~~if applicable~~)~~.
   3. The Treasurer’s responsibilities include, but are not limited to:
      1. Making necessary purchases for Council events and members using the student organization purchasing card and intramural purchase orders.
         1. Assist another executive officer in the attainment of a second purchasing card as necessary.
      2. Making necessary deposits and keeping proper documentation for Campus Organizations Accounting.
      3. Contacting College of Business student organizations and facilitating fund allocations.
      4. Organizing a budget each semester, to be approved by a majority vote of the Council.
   4. The Secretary’s responsibilities include, but are not limited to:
      1. Organizing and updating the Business Council roster.
      2. Arranging any housekeeping matters regarding the Council.
      3. Taking attendance and recording General and Executive Board meeting minutes to share with general membership.
      4. Recording and updating member hours for Council requirements.
      5. Acting as a general aide for other Executive Board members.
2. Election Process
   1. The Executive Board position elections are held at the end of every fall semester and each Executive Board position lasts two semesters, not including the semester in which the candidate is elected.
   2. The Executive Board election process is as follows:
      1. All Executive Board positions are elected by the general membership in the order of President, Vice President, Treasurer, and Secretary.
      2. Nominations for Executive Board positions shall take place during one of the last meetings of the fall semester.
         1. An exception may be made if the timing is not seen as fitting by the current Executive Board.
         2. Any active Business Council member can nominate any member for any position, including self-nomination.
         3. Additionally, nominations may be electronically sent to the Secretary before the nominations general meeting.
         4. If a nominated member chooses to decline or withdraw his/her nomination, his/her name will be removed from the ballot.
      3. The meeting following nominations, elections will be held for the Executive Board positions.
         1. An exception may be made if the timing is not seen as fitting by the current Executive Board.
      4. Each nominee is given a few minutes to speak about why he/she believes he/she should be chosen for the position. Other candidates for the position must leave the room while another candidate is speaking. Business Council members may ask each candidate questions during this time.
      5. After each candidate has spoken for a specific position, there will be an open discussion among those Business Council members present about the candidates.
      6. Following the discussion, the vote will be taken.
         1. Elections of Executive Board positions are overseen by senior members and/or an adviser by an anonymous vote, and are elected by a simple majority.
            1. In the event of a tie, a second vote will be taken between the tied candidates, and a majority vote will determine the winner.
         2. Election votes may be electronically sent to the Secretary before the general meeting election.
3. Executive Board Requirements
   1. Each Executive Board member is required to maintain a 2.50/4.00 cumulative GPA.
   2. Executive Board members must adhere to Member Contract requirements.
4. Withdrawal of Executive Board Position
   1. If for any reason an Executive Board member feels he/she is unable to fulfill his/her duties and wishes to remove himself/herself from Executive Board, the Executive Board member must email the Executive Board to request his/her desire to withdrawal from Executive Board.
   2. In addition to the email, the member must submit a formal, signed request to the Business Council President.
   3. The remaining Executive Board members and Advisers will determine the replacement and/or reorganization of duties.
5. Executive Board Member Termination
   1. If for any reason an Executive Board member is not able to fulfill his/her duties, he/she will be terminated from his/her office.
      1. By vote of a simple majority the Executive Board member would be placed on the agenda for removal at the next Business Council general meeting.
      2. The Executive Board member will be notified in writing by the Executive Board council prior to the date of the Business Council general meeting.
      3. The Executive Board member may request a postponement and may speak to the council at the next Business Council general meeting.
      4. The dismissal action shall be a written vote determined by the ⅔ majority of the council presented.
   2. The remaining Executive Board members and Advisers will determine the replacement and/or reorganization of duties.

**Article VI: Advisers**

1. The Business Council Adviser’s responsibilities include, but are not limited to:
   1. Attending General and Executive Board meetings as able.
   2. Offering input and advice on Business Council issues.
      1. Being aware and approving financial expenditures.
      2. Ensuring the organization is operating in conformity with Iowa State University and the Student Activities Center’s rules and regulations.
2. Selection/Replacement Process
   1. The Executive Board, Undergraduate Programs Office, and Dean’s Office personnel will choose a Business Council Adviser or Advisers~~,~~ when necessary.
3. Term of Service
   1. The adviser’s term of service will be on a year-to-year basis.
4. Termination Process
   1. Recommendations from Business Council members can be given to the Director of Undergraduate Programs Office
   2. If removed, replacement process follows Article VI, Section B.

**Article VII: Government of the Student Body (GSB) Representative**

1. The GSB Representative’s responsibilities include, but are not limited to:
   1. Attending General meetings.
   2. Serving as a liaison between the Business Council and the Government of the Student Body.
      1. He/she will report directly to the Council.
2. Election Process
   1. In a case where a GSB senator position in the College of Business must be filled, nominations will be taken for interested candidates majoring in the College of Business.
      1. The nominations will be given to the President or Vice President.
   2. The Executive Board, past GSB representatives, and/or general Council members will interview nominated candidates for the position.
   3. The Executive Board will make a recommendation to GSB for the senator position replacement.

**Article VIII: Committees**

1. Business Council consists of the following committees: Social, Teacher/Staff of the Month, Events, Business Council Club Representative, New Member, Peer Advising, Webmaster, and Social Media.
2. Committees are formed by member preference and Executive Board selection every semester.
   1. The committees consist of a Co-Chair and committee members.
   2. Committee Member Switches
      1. A committee member or Committee Co-Chair can bring up a request for committee change by submitting a written document to the Executive Board.
         1. This document must include the reason for the switch and new preferences for committee assignments.
         2. This request can be submitted at any point in the semester.
         3. The Executive Board will view the request and vote on the change.
            1. There must be a majority vote for the change to proceed.

If a majority vote in favor of the switch occurs, the Executive Board will review the member’s new preferences and select a new committee assignment.

1. Committee Chair Election
   1. The Committee Chair elections are held at the end of every fall semester.
   2. Committee Chair positions last two semesters.
   3. The Committee Chair election process is as follows:
      1. Nominations for Committee Chair positions shall take place during one of the last meetings of the semester.
         1. An exception may be made if the timing is not seen as fitting by the current Executive Board.
         2. Any active Business Council member can nominate any member for any position, including self-nomination.
         3. Nominations can be electronically sent to the Secretary before/during the nominations general meeting.
         4. If a nominated member chooses to decline or withdraw the nomination, his/her name will be removed from the ballot.
      2. During the meeting following the nominations meeting, elections will be held for the Committee Chair positions.
         1. Unless the timing is not seen as fitting by the current Executive Board.
      3. Each nominee is given a few minutes to speak on why they believe they should be chosen for the position. Other candidates for the position must leave the room while a candidate is speaking. Business Council members may ask each candidate questions at this time.
      4. After each candidate has spoken for a specific position, there will be an open discussion among those Business Council members present about the candidates.
      5. Following the discussion, the vote will be taken.
         1. Elections of Committee Chair are by anonymous vote and are elected by a simple majority.
         2. Election votes can be sent in electronically to the Secretary before the election general meeting.
      6. The new Committee Chairs will begin their term the following semester after the election.
2. Committee Chairs’ Responsibilities
   1. The Committee Chairs’ responsibilities include, but are not limited to:
      1. Planning and organizing the events in which they are involved.
      2. Reporting to the Council the progress regarding any event.
      3. Serving as a contact person for students, faculty, and university personnel concerned with his/her committee/event.
      4. Submitting a brief summary to the Executive Board following the completion of the event.
      5. Organizing an outside committee meeting within three (3) working days notice, except in the case of emergency.
      6. Reporting unexcused absences to the Executive Board.
      7. Record semester activities for the committee.

**Article IX: Meetings**

1. The meeting schedule will be as follows:
   1. General meetings will be held twice a month for Council members.
   2. Committee meetings will be held as necessary for individual committees.
   3. Executive Board meetings will be held twice per month.
   4. Executive Board and Committee meeting dates are subject to change based on the judgment of Executive Board and Committee Chairs.

**Article X: Finances**

1. Funds received from Iowa State University Dining vending machines, the College of Business and other sources will be allocated no later than November and April in the Fall and Spring semesters, respectively.
2. For College of Business student organizations, to receive funding allocations from Business Council, a club representative must attend Business Council Club Representative Committee meetings and fund allocation information meetings.
   1. To be eligible for 100% of funding allocated by Business Council, a club representative must have attended all of the required meetings listed above.
   2. Missing one of the required meetings in a semester results in a funding reduction the following semester.
   3. Pardons are to be decided on an individual case basis.
3. 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; authorization for the latter must be obtained via the 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.
4. Business Council requires a one-time membership dues payment that will not exceed $40.
5. Should Business Council be dissolved, all the funds remaining will be handed out in scholarships, as the Dean of the College of Business deems appropriate.

**Article XI: Amendments and Ratification**

1. Any member of the Council may propose an amendment to the constitution. The proposed amendment should be submitted, in writing, to the Council President. It will be discussed in the next general meeting, and voted on in the following general meeting.
2. This constitution may be amended with a three-fourths (3/4) vote of the Council membership, either in person, or via electronic means to the Secretary.
3. If ratified, this constitution shall become effective immediately and all previous constitutions shall become null and void.

------------------------------------------------------------------------------------------------------------------