

## IOWA STATE UNIVERSITY ISU BioBus

### **Article I: Name**

1. ISU BioBus was organized in the summer of 2008 as Project BioBus. Henceforth the organization will be called ISU BioBus.

### **Article II: Purpose**

1. The intent of ISU BioBus is the pursuit of making biodiesel from reclaimed vegetable oil from ISU Dining and supplying it to CyRide for use in one or more of the transit vehicles which services Iowa State University and the community of Ames, Iowa. ISU BioBus also does community outreach on the basis of educating about renewable fuels. ISU BioBus is open to all students on campus as well as faculty, staff, and visitors from the surrounding communities.

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

1. ISU BioBus abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations.
2. ISU BioBus agrees to annually complete President's Training, Treasurer's Training, and Advisor Training (if required).

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

1. Iowa State University and ISU BioBus 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

### **Article V: Membership**

1. **Membership.**
  - i. Membership within ISU BioBus is open to all enrolled students at Iowa State University. Additionally, all meetings and activities of the student organization will be open to interested faculty, staff, and visitors of the Ames community. The Treasurer will be responsible for maintaining a register of active student members and interested parties.
2. **Definition of voting rights.**
  - i. Organization goals and directives will be at the discretion of student members. Therefore, all active student members will have equal voting rights within the organization. An active member is any student who has attended either at least 50% of the scheduled Engineering or Business meetings within the last academic term.

### **Article VI: Risk Management**

1. To keep risks low and safety at a maximum, the positions of Engineering Risk Management Chair and Business Risk Management Chair shall be created. The role of the risk management chairs is to help minimize potential risks for club activities. The chairs' duties shall be outlined in Article VII.

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### **Article VII: Officers and Executive Board**

1. **Officers and Non-Students.**
  - a. All members of the Executive Board carry the status of officer.
  - b. President. The President shall represent the student organization voice as a whole and will only vote in the case where votes from active members results in a tie.
  - c. Vice President of Business, President of Engineering, Vice President of Engineering, Treasurer, and Appointed Officers. The additional officer positions have equal voting rights to all student members. It is not permissible for any officer that may have inside information to withhold that from other members in matters which could have an impact on organization direction or leadership.
  - d. The order of succession for officers is President, President of Engineering, Vice President of Business, Vice President of Engineering, Treasurer, and then Appointed Officers.
  - e. Appointed Officers. These positions are created and filled with nominations by the Executive Board. A simple 3/5 majority by the Executive Board is required to approve/remove the appointment.
  - f. Non-Students. Since this is a student organization, non-students will not have a formal voice in the decision-making process.
  
2. **Responsibilities.** The Executive Board consists of the President, President of Engineering, Vice President of Business, Vice President of Engineering, and Treasurer. Henceforth, this order shall be known as the order of seniority. The duties and responsibilities of the officers shall be defined and be limited to:

**The Executive Board**

- i. **President:**
  - a. Preside over meetings of the Executive Board.
  - b. Preside over any general meetings of ISU BioBus.
  - c. Supervise normal internal operations of ISU BioBus.
  - d. Coordinate and direct the activities of the operating committees.
  - e. Such other responsibilities as authorized by ISU BioBus
  - f. Purchase materials needed by ISU BioBus
  - g. Conducts votes
  
- ii. **President of Engineering:**
  - a. Preside over engineering meetings and activities
  - b. Coordination of engineering/lab personal
  - c. Responsible for fuel quality and lab safety
  
- iii. **Vice President of Business:**
  - a. Preside over business meetings and activities when the President is absent
  - b. Plan outreach and promotional events
  - c. Contact other officials within ISU and the surrounding community
  - d. Serve as the Business Risk Management Chair
  
- iv. **Vice President of Engineering:**
  - a. Responsible for fuel quality and lab safety
  - b. Keep track of training records and approve people for lab entry
  - c. Assist the President of Engineering
  
- v. **Treasurer:**
  - a. Collect, keep a record of, and arrange for the safekeeping of such monies as ISU BioBus may obtain.

- b. Disburse, at the direction of the ISU BioBus Executive Board, with the approval of the ISU BioBus members, such monies as are required to meet the obligations of ISU BioBus.
- c. Report to ISU BioBus for approval at all regular meetings, all income and expenses and maintain records of all transactions.
- d. Maintain financial records for inspection at any time by members of ISU BioBus.
- e. Responsible for all the ISU BioBus webpages and email list servers.
- f. Updates the student activities center website

**Appointed Officers (Including but not limited to)**

**vi. Information Officer**

- a. Report to and help the Treasurer with informational logistics
- b. Record and file records of activities of ISU BioBus and its committees.
- c. Keep a record of attendance at ISU BioBus meetings.
- d. Update social media
- e. Keep Business and Engineering sides informed of the others needs

**vii. Webmaster**

- a. Report to and help the Treasurer with online needs
- b. Update the student organization website
- c. Update the official ISU BioBus website
- d. Update social media

**viii. Engineering Risk Management Chair:**

- a. Help minimize potential risks in the BioBus Lab
- b. Coordinate safety drills and prevention
- c. Keep track of training documents
- d. Handles safety training

**ix. Business Risk Management Chair:**

- a. Help minimize potential risks for club outreach activities.
- b. Recommend risk management policies or procedures to ISU BioBus.
- c. Submit documentation to ISU's Risk Management Office.
- d. Ensure that Iowa State University policies are followed at all of the organization's events.
- e. Ensure that proper waivers and background checks are on file with Risk Management for events (if applicable).

**3. The Executive Board**

**i. Membership.**

- a. The Executive Board consists of the President, President of Engineering, Vice President of Business, Vice President of Engineering, Treasurer, and the ISU BioBus Advisers.

**ii. Terms.**

- a. The term of office for Executive Board members shall be one year with regular elections taking place during the month of October. Emergency elections may take place at any time for any of the positions.

**iii. Elections.**

- a. Elections are held in the fall semester.
- b. Election of the Executive Board will require a majority vote from the general membership. If a candidate fails to receive a majority of votes, a run-off election will be held with the top two candidates that received the most votes.
- c. Emergency elections for any position can be held at any time and will follow the same process as outlined above in section b.

**iv. Eligibility.**

- a. The Executive Board members are elected by and from all eligible student members who have been part of ISU BioBus for at least 1 full semester unless an emergency election is required.
- b. Members running for the ISU BioBus positions of President must be an active member as defined in Article V, Section 2. In the event that there are no eligible candidates, the nominations will then be opened to all current members.
- c. Members of the Executive Board or nominees to the Executive Board must meet the following requirements:
  - 1) Have a minimum cumulative grade point average (GPA) of 2.00 and meet that minimum cumulative GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.
  - 2) Be in good standing with the University and enrolled: at least half time (six or more credit hours), unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement during their term of office.
  - 3) Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).

**v. Meetings.**

- a. The President may call meetings of the Executive Board in times when there is not a general meeting scheduled. These Executive sessions, limited to persons invited by the Board, may be held by a majority vote of the Board. Otherwise, meetings will be open to all persons. Reports of all Executive sessions and Board meetings must be made at the next general ISU BioBus meeting. Each member of the Executive Board shall have one vote for matters that come before the Executive Board.

**vi. Powers and Duties.**

- a. The Executive Board represents ISU BioBus between meetings of the general membership.
- b. The Executive Board is responsible directly to the ISU BioBus general membership for all its activities and decisions.
- c. The Executive Board may only act on issues requiring action prior to the next ISU BioBus general meeting.
- d. The Executive Board must report all its activities, actions and decisions to ISU BioBus membership at the next general session.
- e. The Executive Board can nominate people to the positions of appointed officer. A simple 3/5 majority by the Executive Board is required to approve/remove the appointment.

**vii. Removal.**

- a. Members of the Executive Board can be removed by a 60% attendance rate of active members and two-thirds majority vote. Upon removal, the order of succession will be used to cover duties until

such time that the open position can be filled. If an officer or advisor is removed the replacement procedure is the same as the election procedure described in Article II. It shall take place at the first meeting following the removal of the previous board member/advisor.

### **Article VIII: Advisers**

1. **Duties.** The duties of the Advisers shall include:
  - i. Be available to provide advice to Executive Board and general members.
  - ii. Act as a liason with the University Administration and in any other situation where a non-student spokesperson is needed.
  - iii. Maintain confidentiality on any information given or when advice is sought, except where violation or University policy is at issue.
  - iv. Sign all expenditures made by the organization.
2. **Selection.** The Advisers shall be selected through discussion and simple majority agreement at a meeting.
3. **Term.** The term of the Adviser shall be ongoing until resignation, election of a new advisor, or removal by a 60% attendance rate of active members and two-thirds majority vote.
4. **Expenditures.** As required by the Student Accounting Office, the Advisers will approve or deny all expenditures.

### **Article IX: Finances**

1. **Deposits.**
  - i. 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).
  - ii. All funds must be deposited within 1 – 2 business days after collection.
  - iii. The Adviser to this organization must approve and sign each expenditure before payment.
2. **Purchases.**
  - i. All purchases must be done by a member of the executive board. They shall use the methods provided by the Campus Organizations Accounting Office (P-Card, Intramural, or Voucher).
  - ii. All purchases must be approved, completed, and finalized by the Treasurer and Adviser.
  - iii. If the total amount of the purchase is to exceed \$100 approval to purchase must be obtained from the Executive Board. A simple 3/5 majority of the executive board is required to either approve/deny the purchase.
3. **Dues**
  - i. No dues shall be required for membership in ISU BioBus.

### **Article X: Amendments and Ratification**

1. **Amendments.**
  - i. Amendments to the Constitution may be initiated by the general membership. An amendment must be approved by 60% attendance rate of active members and two-thirds majority vote.

- ii. If the Constitution is amended, the Treasurer shall send an updated copy to the Student Activities Center within ten days of the amendment.

**2. Ratification.**

- i. This Constitution shall be ratified upon approval of three-fourths of the charter membership at the first meeting in the Fall of 2008.

**Amendment I: Meetings**

1. ISU BioBus meets in regular session twice per week with one session for engineering and the other for business. ISU BioBus does not regularly meet when ISU classes are not in session. Any meeting business or engineering may be cancelled at the discretion of the Executive Board. More meetings may also be added at the discretion of the Executive Board.

**Amendment II: Goals and Duties.**

1. ISU BioBus may discuss and take a position on any subject of concern regarding public transportation bus(es) fueled by renewable fuels on campus and in the community.
2. ISU BioBus is the judge of its membership.

**Amendment III: Committees**

**1. Committees.**

- i. ISU BioBus membership may establish any committees as its business and goals requires.

**2. Committee Chairpersons.**

- i. The President shall be responsible for appointing committee chairs.

**Amendment IV: Appointed Officers**

1. Appointed officer positions are created and eliminated according to ISU BioBus' needs.
2. These positions are created and filled with nominations by the Executive Board. A simple 3/5 majority by the Executive Board is required to approve/remove the appointment.