CARDINAL KEY HONOR SOCIETY

Iowa State University Constitution

Cardinal Key Honor Society will abide by Iowa State University rules and regulations, state and federal laws.

# **ARTICLE I – Name**

The name of this society shall be the Cardinal Key Honor Society.

**ARTICLE II – Purpose and Activities**

**Section A.** The purposes of the Society shall be:

1. To recognize achievement in scholarship, leadership, service and character in the university community.

2. To advance personal growth, patriotism, and service by affording training for leadership in the university community.

3. To develop worthy character by application of the cardinal virtues of living – Faith, Trust, Fortitude, and Wisdom.

**Section B.** Activities of the Cardinal Key Honor Society, as voted on by members, shall be:

1. Community Service Projects.

2. Education/Academic Programs.

3. Other activities that are deemed worthwhile by the executive board and/or members.

**Section B.** Compliance Statements

1. Cardinal Key Honor Society abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. Cardinal Key Honor Society agrees to annually complete President’s and Treasurer’s Training.

2. Iowa State University and Cardinal Key Honor Society 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 III – Membership**

**Section A.** Membership into the Society will be open to students, faculty, and staff at Iowa State University and shall be based on the following criteria:

1. Undergraduates must have a minimum cumulative grade point average of 3.0.

2. Students must be of at least junior standing in American colleges and universities.

3. Undergraduates must be enrolled at Iowa State and currently a full-time student.

4. Prospective members can include students, faculty, and staff who have demonstrated scholastic achievement and leadership at Iowa State University.

1. Students and faculty applications shall be counted as two seperate application processes
2. Student membership invitations shall be limited to .5% of classified seniors and .33% of classified juniors
3. Faculty and staff membership invitations shall be limited to the discretion of the president, advisor and vice presidents of selection.

5. Before being inducted into the Society, one must have paid, in full, the one-time membership fee.

**Section B.** Active Membership

Active membership shall be limited to persons officially connected with the university as faculty, staff, or students.

# **ARTICLE IV – Officers**

**Section A**. Members of the executive board of the chapter shall be president, vice-presidents of selections, vice-presidents of ceremonies, secretary, treasurer, historian, webmaster, keymaster and any other office deemed necessary by the chapter advisor and executive board.

**Section B.** The term of office will be one academic year.

**Section C.** Officers must 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 3.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.

**Section D.** Officers must 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.

**Section E**. Officers shall be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b)."

**Section F.** Any student who meets the membership criteria is eligible to hold office.

**Section G.** Officers will be elected in the spring semester by a democratic process or appointed by the advisor.

**Section H.** Newly elected officers shall meet with outgoing officers to transition their positions before the end of the spring semester.

**Section I.** If an officer or adviser is removed the replacement procedure is the same as the election procedure described previously in Article IV. It shall take place at the first meeting following the removal of the previous officer/adviser.

**Section J.** Responsibilities of each officer are as follows:

I. PRESIDENT

a. Organize, plan and work to ensure the continuation and overall success of the chapter.

b. Call meetings of the officers and delegate responsibilities as needed.

c. Call meetings of the chapter members.

d. Meet with the other members of the executive board and the chapter advisor to determine the honorary members.

e. Keep in close contact with advisors as to activities taking place and find replacements for retiring advisors.

f. Help minimize potential risks for club activities, recommend risk management policies or procedures, to submit documentation to ISU’s Risk Management Office, and to ensure that proper waivers and background checks are on file with Risk Management for events (if applicable).

II. VICE PRESIDENTS OF CEREMONIES

a. Plan and organize the induction ceremony.

b. Oversee and plan the announcement of the new inductees.

c. Prepare certificates and pins for newly initiated members.

d. Assist the president in the completion of duties.

III. VICE PRESIDENTS OF SELECTIONS

a. Organize nominations, interviews, and selection meetings for students and faculty inductees

b. Arrange tapping procedures

c. Act as the official contact for interested students

D. Assist the president in the completion of duties

IV. SECRETARY

a. Take minutes and attendance at all meetings.

b. Keep members updated on events and dates.

V. TREASURER

a. Maintain an accurate record of organization transactions in a ledger.

b. Collect all dues and payments.

c. Receive and distribute chapter funds.

d. Participate in Campus Organizations Accounting’s treasurer’s training.

e. Pick up monthly account statements from Campus Organizations Accounting office.

f. Submit ledger to Campus Organizations Accounting office for review during the summer.

g. Create the yearly budget to be presented and approved by the executive board by the first meeting of the school year.

VI. HISTORIAN

a. Act as a custodian of all Cardinal Key historical records.

b. Keep all important Cardinal Key articles and pictures for the current

year from news media.

c. Organize chapter picture following induction ceremony.

D. Organize lists of new inductees to be sent to their respective colleges for recognition

VII. WEBMASTER

1. Maintain the website is updated with correct information.
2. Update and create social media campaigns on the society’s facebook and other outlets.
3. Create the induction powerpoint of members

VIII. KEYMASTER

a. Complete the Laser Cutter Training Canvas Course through the College of Design

b. Edit files and laser cut customized wooden keys for incoming members to be distributed at induction

c. Design, order, and distribute T-Shirts for incoming members

d. Work with the Treasurer to purchase materials for keys and shirts and properly budget club funds set aside for these purposes

**ARTICLE V – Chapter Conduct**

**Section A.** The Cardinal Key Honor Society of Iowa State University adheres to the laws, rules and regulations governing Iowa State University.

**Section B.** The Cardinal Key Honor Society does not condone “hazing” nor is “hazing” used in any form in the Society.

**Section C.** Any executive board member who fails to meet his/her responsibilities determined by a two-thirds vote of the executive board can be removed. Undergraduate members and executive board members must maintain a cumulative grade point average of 3.0 to remain eligible for the Cardinal Key Honor Society. Executive board members may be removed on the basis of a failure to fulfill the duties of their office as outlined and defined in the chapter constitution. An executive board member’s removal must require the introduction of a motion to so move by a current executive board member and properly seconded, followed by a two-thirds vote approval to remove the officer from his/her designated office position. Such a vote will be by secret ballot and given by members present at an executive board meeting called for such a purpose. The executive board member in question shall have the opportunity to defend him/herself before the vote is taken

## **ARTICLE VI – Advisor**

**Section A.** An outstanding member from the university faculty or staff is chosen to serve as the chapter advisor.

**Section B**. The adviser will be selected by the officers and then voted on by the general membership. A majority vote is needed for an adviser to be selected.

**Section C.** The duration of the advisor’s tenure is individually determined, but must be at least two academic years.

**Section D.** Each advisor’s responsibilities include:

1. Assist in the preservation of the chapter.

2. Obtain a list of prospective members including names and addresses that meet the predetermined membership criteria.

3. Assist the executive board with any questions, concerns or problems that may arise throughout the year.

# **ARTICLE VII – Meetings**

**Section A.** General membership meetings shall be held as needed.

**Section B.** Executive board meetings shall be held at least once a month.

**Section C**. Non-participating honor society members are not required to attend any meetings, although they are welcome to attend the induction ceremony as well as any Society functions.

**ARTICLE VIII – Dues and Finance**

**Section A.** The initiation and life membership fee shall not exceed $60.00 and will be required to be paid in full to the Cardinal Key Honor Society upon induction.

**Section B.** 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.

## **ARTICLE IX – Amendments**

Amendments to the constitution or bylaws shall be presented by executive or active members of the chapter in writing and read at a regular meeting but shall not be voted upon until the next regular meeting and then only after informing each member of the proposed amendments. A majority of two-thirds of the members present and voting shall be required.

Last Updated: 3/5/19 by Spencer Pech