

Catholic Student Community

at Iowa State University

Article I: Name

The name of our organization is the Catholic Student Community (CSC). The CSC is supported by Saint Thomas Aquinas Church and the Catholic Student Center in Ames, Iowa.

Article II: Purpose and Goals

Section 1. The CSC acts as a bridge between the communities of Iowa State University and St. Thomas Aquinas to sponsor a faith based student community. We hope to promote the ideals of being Catholic students and provide opportunities for all students to grow in faith and understanding in Catholicism.

Section 2. The CSC abides by and supports the established Iowa State University policies, as well as State and Federal Laws.

Article III: Membership

Section 1. Membership within the CSC is open to all registered students at Iowa State University and Ames community members. As such, there is no membership selection; all are welcome!

Section 2. All CSC members are invited to attend meetings of the commission and may contribute appropriately.

Article IV: Officers

Section 1. The student officers of the CSC shall meet the Iowa State University student organization requirements as set forth by the Student Activities Center to be an officer. These requirements are as follows:

1. The student 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 cumulative 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.
2. 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.
3. The student must be considered ineligible to hold an office should the student fail to maintain the requirements as prescribed in (A) and (B).

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Section 2. Catholic Student Community will have a commission comprised of the officers, St. Thomas peer ministers, and advisors and will hold monthly meetings at St. Thomas Aquinas discussing student activities. The commission will be called the Campus Ministry Commission and have the following members:

1. The Co-President¹ (President) of the Catholic Student Community [Organization Officer]
2. The Co-President² (Treasurer) of the Catholic Student Community [Organization Officer]
3. The Secretary of the Catholic Student Community [Organization Officer]
4. The Campus Minister Advisor (A St. Thomas Aquinas staff person)
5. The Iowa State University Faculty/Staff Advisor(s) [Organization Advisor(s)]
6. The St. Thomas Aquinas Outreach Team Representative [Organization Officer]
7. The St. Thomas Aquinas Service & Justice Team Representative [Organization Officer]
8. The St. Thomas Aquinas Liturgy Team Representative [Organization Officer]
9. The St. Thomas Aquinas Social Team Representative [Organization Officer]
10. A St. Thomas Aquinas Peer Minister
11. A Parish Council Representative
12. Resident Parishioner
13. At-Large Member(s)

Section 3. Commission members will be required to attend monthly Commission meetings, to be held at St. Thomas Aquinas. A total of two absences will be allowed. After any Commission member has been absent from more than two meetings, they will be asked to resign by the CSC President. The same person may hold multiple commission positions with the approval of the CSC President; however, no one student can hold multiple Organization Officer positions and no one student should hold more than two positions at any given time. While both co-presidents share the position equally, each emphasis is different. The co-president¹ deals with organization and communication of CSC while the co-president² emphasizes on budgeting and long term goals.

Section 4. Commission members shall serve academic-yearlong terms (August to the May of the next year). Members are to be nominated or recruited by current commission members in the final months of the spring semester, unless appointed by virtue of team membership; final membership pending approval by majority vote of the Commission. Vacancies that arise throughout the year shall be filled by appointment of the commission in conjunction with the CSC President.

Section 5. Officer nominations will begin in March, and selection will be made at the Commission's April meeting. The nomination and selection process will include:

1. Formation of a search committee made up of Commission members.
2. Selection of candidates to approach about officer selection.

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3. Submission of an application detailing individual merits, justification for wanting to serve on the board, and preference of position.
4. Review of applications and selection of individuals to serve on the board by the Commission.

Should a position not have a candidate, the position may be filled later by appointment of the Campus Minister Advisor in conjunction with the CSC President.

Section 6. If there is any interest by a CSC member to add an additional representative position in the Commission, review of the proposed position will be conducted at the next Commission meeting and the constitution will be either amended or preserved according to the Commission's decision.

Section 7. Officers may be removed from their office by majority vote of the other officers and the approval of the Campus Minister Advisor if actions are deemed inappropriate by the membership. The officer in question will be permitted to speak before the Commission about the charges made concerning his/her performance. The officer is not permitted to participate in the deliberation of the Commission regarding the charges.

Section 8. Replacement of an officer shall be conducted similarly to the nomination process discussed above as needed throughout the year, with consideration given to previous applicants.

Section 9. The appointment of the Faculty/Staff Advisor will be decided by majority vote of the Commission in April after the newly elected officers are placed in office. If at any time the position is left vacant, the Commission shall establish a search committee to seek a replacement; upon approval of the council, the candidate shall be appointed according to university policy.

Section 10. The appointment of the Campus Ministry Advisor will be decided by the Staff at St. Thomas Aquinas Church.

Section 11. At any given time, an additional faculty/staff advisor will be accepted according to the policies set forth by the Student Activities Center and with the approval of the Commission. Appointment will be made by majority vote of the Commission. The co-advisor will be held to the same expectations of the primary advisor, as stated above.

Section 12. Responsibilities of the officers are as follows:

Co-President1: As an officer of the CSC, the co-president1 shall attend all Commission meetings. Additionally, their responsibilities will include:

1. Work closely with the Advisor(s) regarding the CSC.

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2. Convene and facilitate Commission meetings.
3. Meet with the other Officers to prepare Commission meeting agendas.
4. Attend and report to monthly St. Thomas Parish council meetings.
5. Report to Commission on business of the Parish council.
6. Assist and encourage other members with their responsibilities.
7. Serve as liaison to the Iowa State University Student Activities Office and perform necessary duties.
8. Represent the CSC at campus events.
9. Sign Event Authorization forms for any CSC activities on campus, if needed.

Co-President As an officer of the CSC, the co-president² shall attend all Commission meetings. Additionally, their responsibilities will include:

1. Keep financial records for the CSC.
2. Be accountable for turning in all monetary receipts.
3. Process necessary paperwork for receipts and expenditures.
4. Complete any treasurer's training session provided by the Student Activities Center.
5. Sign Event Authorization forms for any CSC activities on campus.
6. Work with the Campus minister and other officers for future plans for CSC

Secretary: As an officer of the CSC, this person is expected to attend all Commission meetings and has equal participation to decide matters pertaining to organization activities and events. Additionally, their responsibilities will include:

1. Keep records of meeting minutes for the CSC.
2. Process written year-end report as required by the Student Activities Center.
3. Work with other officers in deciding future events, ideas, and plans for CSC

Team Representatives: As an officer of the CSC, these four people are expected to attend all Commission meetings and have equal participation to decide matters pertaining to organization activities and events. Additionally, their responsibilities will include:

1. Serve as liaison between the Commission and their respective teams
2. Represent the CSC at campus events.
3. Sign Event Authorization forms for any CSC activities on campus, if needed.
4. Relay messages from CMC and parish council to respective teams
5. Inform CMC of events and activities their respective team is organizing

Faculty/Staff Advisor: The advisor must be a current faculty or staff member of Iowa State University and meet the requirements and duties set forth for advisors by the Student Activities Center. The advisor must be in good standing with the St. Thomas Aquinas community and attend the Campus Ministry Commission's monthly meetings. Other duties include:

1. Work closely with the Campus Ministry President regarding the CSC.

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2. Assist and encourage other members with their responsibilities
3. Aid officers in assuring university compliance.
4. Assist the Treasurer in maintaining financial records and duties
5. Sign Event Authorization and other necessary forms for the CSC's activities as required
6. Encourage student participation in the university community and at St. Thomas Aquinas

Campus Ministry Advisor: This position shall be filled by a campus ministry staff member at St. Thomas Aquinas and shall oversee all CSC activities. Monthly attendance at the Commissions meetings is expected. Other duties include:

1. Work closely with the Campus Ministry President regarding the CSC.
2. Assist and encourage other members with their responsibilities
3. Help facilitate and prepare Commission meetings with officers.
4. Encourage student participation in the university community and at St. Thomas Aquinas.

Peer Minister: This position shall be filled by a peer minister St. Thomas Aquinas and shall represent the peer minister team. Monthly attendance at the Commissions meetings is expected. Other duties include:

1. Passing along information from CMC to other peer ministers
2. Insure accurate communication between team representatives and CSC
3. Notify Commission of peer ministers community agenda
4. Encourage student participation in the university community and at St. Thomas Aquinas.

Article V: Finances

Section 1. All monies belonging to the CSC per se (and not St. Thomas Aquinas Church) shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (with authorization via the Campus Organizations Accounting Office and Student Activities Center). All funds must be deposited within 24 hours after collection. The faculty/staff adviser to this organization must approve and sign each expenditure before payment.

Section 2. There are no dues for this club and is free for anyone and everyone to join.

Amendments and changes to the constitution:

1. Any additions or changes to the Constitution can be suggested by any CSC member at the monthly Commission meeting.
2. A committee will then be formed to detail the change being suggested, and report their suggestion to the Commission at the following meeting.
3. Approval will only be given upon a full vote of support by the commission.

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