**Constitution of the Antique Tractor Club at Iowa State University**

**Preamble**

We, the members of Antique Tractor Club at Iowa State University, do establish and adopt this Constitution in order to form an efficient club and ensure equal representation of each member. In order to make ours a more efficient organization, this Constitution will guide our actions and activities toward our best mutual interests.

**Article I: Name and Affiliation**

The name of the organization shall be Antique Tractor Club at Iowa State University, hereafter referred to as ATC. The ATC shall be affiliated with Iowa State University. At no time shall this Constitution or the ATC make procedures that are contrary to an affiliated organization’s Constitution/by-laws.

**Article II: Purpose**

**Section A:** It is the purpose of the ATC and Constitution to preserve agricultural history and its equipment. The Club will bring members with a common interest of antique and classic (1985 and prior) agriculture together through restoration projects, two formal meetings a semester, and field trips.

**Section B:** The Club abides by and supports established Iowa State University policies, State and Federal Laws.

**Article III: Statement of Compliance**

Antique Tractor Club at Iowa State University abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. ISU Antique Tractor Club agrees to annually complete President’s Training, Treasurer’s Training and Adviser Training.

**Article IV: Non-Discrimination Statement**

“Iowa State University and Antique Tractor Club at Iowa State University 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 V: Membership**

Active members: The ATC will be composed of members who have a similar interest in preserving agricultural history. Members can be of any major or department to be in ATC, but do not have to be current students at Iowa State University (non-dues paying members). Active members are those who have paid their dues (amount determined by club officers) for that specific semester. ATC is open to registered students at Iowa State University and does not discriminate on the basis of race, color, age, religion, national origin, sexual orientation, gender identity, sex, marital status, disability or status as a U.S. Veteran.

**Article VI: Risk Management:**

The officer in charge of risk management for the club will be the Safety Officer. 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 ATC, [c] to submit documentation to ISU’s Risk Management Office or EH&S and [d] to ensure that Iowa State University policies are followed at all of the organization’s events and [e] to ensure that proper waivers and background checks are on file with Risk Management for events (if applicable) and [f] ensure that all members present in the shop are wearing proper safety equipment.

**Article VII: Advisors**

The advisor(s) of the Club should have the same interest as its members in preserving agricultural history. These advisors must be Iowa State Faculty & Staff, and are voted on by the general membership of the ATC. A majority vote is needed for an advisor to be selected. The term of the advisor is one full year from time of selection. Duties of the Advisor include, but are not limited to:

* maintain communication and meet with officer(s) regularly
* awareness and approval of financial expenditures
* ensure that the ATC is operating in conformity with the standards set forth by Iowa State University and Student Organizations

An advisor can be removed from office. Any club member may contact cabinet members to begin the removal process. The club member may remain anonymous. The impeachment process will include:

* A club meeting shall be called one week after the initiation of impeachment proceedings. A majority vote must occur to continue the process. At this time the Advisor in question may present their defense to the club members. The advisor will be asked to leave the room for further discussion. Then a secret ballot shall then be made. A vote by a quorum of 75% of all club members is required for removal from the office, with majority vote needed to remove the advisor.
* The Vice President shall conduct impeachment proceedings.
* A vote must take place for a new advisor to fill the position within 2 weeks of removal

An advisor may be removed from office if they:

* Does not communicate during one school calendar month
* Not fulfilling and keeping safety training
* An advisor may vacate their position with one semester of notice.

**Article VIII: Legislative Body**

**Section B: Members**

The Legislative Body will be composed of all due-paying club members. All due-paying members attending an official club meeting have the right to vote.

**Section C: Procedures**

The Club will provide opportunities during regularly scheduled meetings for new business to be brought forward by any member of the club.

**Section D: Club Meetings**

Regularly scheduled meetings will be held at a time and place determined by the officer team. Notice of all formal meetings and social gatherings will be posted at least one week in advance of the meeting. During club meetings, if a member(s) is disrupting to others, they may be asked to leave by the officiating officer or advisor. Disruptive behavior includes, but is not limited to, interrupting others, having side conversations, or being disrespectful to another member attending the meeting.

**Section E: Voting**

The quorum necessary to conduct business at a club meeting shall be 50% of the current club membership. All club policies and election procedures must have 51% of attendance participation to be valid. During the club meetings, voting will be based on a majority poll. When the issue is brought to question, the voting members will raise their hands for, against, or abstaining from the vote. Non-student members; the president, unless a tie is recorded; and the advisor cannot vote in club voting.

**Article IX: Club Officers**

**Section A: Positions**

The club officers will be comprised of a President and Treasurer, at minimum. The club officer team is fully comprised of the following offices: President, Vice President, Treasurer, Secretary, PR Representative, Apparel Chair, Parts Chair, Safety Officer, Events Chair, and a CALS Representative. Other positions determined necessary may be created by a majority vote of the Legislative Body. All officer positions are elected positions and are subject to removal procedures as detailed below. All members of the club officer team, excluding the President, shall be voting members of the club. All members of the club officer team, including the President, shall be voting members of the club officer meetings. The Advisor is a non-official member of the club and possesses no voting rights.

**Section B: Duties**

1. The Cabinet will consist of all elected officers and the advisor.

2. The Cabinet will serve as the official representatives of the club in any situation which pertains to the club.

3. The Cabinet will collectively discuss and execute any club business.

4. The Cabinet shall meet within one week, as needed, prior to regular club meetings.

5. The Cabinet will design and supervise any programs desired by the club. Programs should effectively serve the needs and desires of the club.

6. All Cabinet members are expected to regularly attend club meetings. Specific requirements are defined in Section E under Overall Officer Responsibilities.

**Section C: Eligibility**

The Cabinet Members of the club must meet the following requirements:

(a) Have a minimum cumulative grade point average (GPA) as stated below 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. For undergraduate 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.

(b) Be in good standing relationship with the university and enrolled as a full time student, whether it is in an undergraduate or graduate program.

(c) Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).

**Section D: Terms of Office**

All Cabinet Positions are elected by the last week of March of the spring semester. The terms of office continue for one year or until the next election.

**Section E: Offices and Responsibilities**

 **Overall Officer Responsibilities:**

Attendance at all formal business meetings and special club events is mandatory unless formal notice has been given to the President or Vice President 24 hours in advance.

**President**

* Presides over the club and club Meetings.
* Maintains club constitution and by-laws.
* Picks up club mail and reports on its contents at club meetings.
* Votes only to serve as tie-breaking vote in club proceedings.
* Shall call club meetings and notify of informal club meetings (shop nights) 24 hours in advance of meetings and one week prior to any formal meetings (business meetings).
* Shall be responsible for knowing all university policies and procedures for club functions.
* Is responsible for knowing and presiding over club election processes, including vote counting.
* Submits, maintains, and updates the club Student Organization database information through the Student Activities Center website.
* Administrator of the private Facebook page.
* Coordinates with the Treasurer and Parts Chair to purchase parts and supplies.
* Holds key to shop and P-Card.

**Vice President**

* Presides over the Cabinet meetings and club meetings in the absence of the President.
* If President vacates their position, Vice-President assumes their responsibilities for the remainder of the term.
* Holds a key to the shop.
* Coordinate with President on a regular basis.
* Acts as a liaison between affiliated and non-affiliated organizations/clubs.
* Presides over club created committees as needed.

**Treasurer**

* Treasurer leads collaboration with the officers to create a restoration estimate before beginning a project and submits the estimate for club approval by a majority vote of dues-paying members.
* Maintains financial records for the club.
* Collects any additional club member dues and any other payments as necessary.
* Pays all club bills (upon approval of President and Advisor).
* Collects project statements from the Campus Organizations Accounting Office.
* Attends mandatory treasurer training session each year (provided by the Campus Organizations Accounting Office).
* Maintains records of the clubs P-Card.
* Forms an expense report showing the expenses of the prior year’s project.
* Continuously maintains a transaction log and verifies it on a monthly basis as statements are available.
* Collaborates with CALS Council Representative to create a budget for yearly allocations.
* Maintains clubs financial standing with the University.

**Secretary**

* Keeps minutes of Cabinet and Club meetings.
* Posts and distributes business meeting minutes to Club members (usually within 24 hours of the meetings).
* Updates all club members of shop doings on a biweekly basis
* Keeps track of attendance at Club meetings and events.
* Maintains a Club email list.
* Shall keep records of Cabinet members and committee chairpersons.
* Shall keep records of updates to the Club Constitution.
* Takes pictures of the tractor throughout the year for Club reference.
* Coordinate with parts chair on organization of parts during disassembly.
* Coordinates with the PR and Events Chair to write sponsor thank you letters.
* Creates a project record book at the completion of a project.

**Safety Officer**

* Shall enforce all Iowa State University safety guidelines.
* Shall stay in contact with EH&S on appropriate trainings needed.
* Enforce all shop specific safety rules
	+ The Safety Officer reserves the right to ask any member not following the appropriate safety rules to exit the shop if they do not fix their actions after a warning.
* Update all shop safety signage as needed so that it is clearly legible and in a visible location.
* Take stock of the shop first aid kit and contact the Treasurer when items need to be refilled and/or replaced.
* Ensure that shop fire extinguishers are up to date and in good working order as well as in accessible locations.
* Shall ensure that all members complete shop safety fundamentals training through the university training website before participating in shop work nights.

**Public Relations Chair**

* Responsible for reaching out to Sponsors.
* Updates President on sponsorship opportunities.
* Plans and executes a social programming for the club that promotes interaction of Club members.
* Coordinates with the Events chair to plan fundraising events in accordance with university policies.
* Coordinates with Apparel Chair to create promotional items for Club to distribute to members and sponsors.
* Has access to Facebook Page and any other social media platforms to post updates.
* Register club for Spring and Fall Clubfest and any other similar recruitment events.
* Responsible for all social media accounts and promotional events of the club, in relation to marketing and advertising of club events through various platforms.

**Tractor Show and Events Chair**

* Coordinate with the Public Relations chair on club events.
* Inform club members of possible events at least a week in advance.
* Informs club of other related social events on campus.
* Organize Fall and/or Spring trips.
* Shall create committees to assist with the planning and execution of various events.
* Works with Public Relations Chair to post information pertaining to any planned events on the social media pages.
* Collaborates with Event Authorization to plan and organize the Spring and Fall Tractor Shows and Ride.

**Apparel Chair**

* Responsible for creating apparel orders.
* Responsible for creation of the Club logo as updates are necessary.
* Responsible for obtaining sponsor shirts, or an alternative item.
* Works with the Trademark Office to approve designs.
* Assists with updating the poster board for recruitment events.
* Works with the PR chair for club promotional events.
* Works with Tractor Show and Events Chair to create Tractor Show shirts if desired.

**Parts Chair**

* Responsible for coordinating the organization of parts with the Secretary during tractor disassembly.
* Works with the President and Treasurer for parts ordering and acquisition.
* Responsible for creating a list for the Treasurer for needed tools and consumable shop supplies.
	+ Does not have the liberty to order parts, tools, or shop consumables without the Treasurer present with their P-Card.

**CALS Council Representative**

* Represents Antique Tractor club at CALS Council meetings in a professional manner.
* Attends biweekly CALS Council meetings and provides club members and officers with updates.
* Informs club of CALS events at least a week in advance.
* Coordinates with the President and Events chair for club involvement in CALS events.
* \*CALS runs on a calendar year and elections may need to be held separately.\*

**Section F: Creating Cabinet Positions**

Other cabinet positions may be created at any time during the academic year if deemed necessary by the Club. Procedure for this is to be in keeping with all Cabinet positions and will abide by the election procedures detailed in Article VIII.

**Section G: Resignation of Cabinet Members**

The officer shall give the Club a two-week notice before resignation. A special election will be held within two weeks of this notice. This election will follow normal election procedures.

**Section H: Removal of Officers**

Any elected Club Cabinet Member may be impeached due to not fulfilling the responsibilities of the cabinet position

* Impeachment proceedings may be initiated by a majority vote of the Club.
* A Club meeting shall be called one week after the initiation of impeachment proceedings. A majority vote must occur to continue the process. At this time the officer in question may present their defense to the Club members. The officer will be asked to leave the room for further discussion. A secret ballot shall then be made. A vote by a quorum of 75% of all Club members is required for removal from the office, with majority vote needed to remove the officer.
* The Vice President shall conduct impeachment proceedings. If the Vice President is being impeached, then the President will lead in the proceedings
* A special election will be held within two weeks of removal. This election will follow normal election procedures.

**Article X: Committees**

**Section A: Creation**

The Club has the right to create new committees. A new committee may be instituted by a simple majority vote at a Club Meeting.

**Section B: Membership**

All Club Members are eligible for Committee Membership. The Vice President will determine the size of the committee based on the number of individuals needed. In the case of more interest than determined positions, the Vice President will conduct a secret ballot vote of the

Club Members during the Club Meeting.

**Section C: Offices and Responsibilities**

Each committee will either self-elect a Committee Chair or defer to the Vice President, who will appoint one from the current members. The Chair will facilitate meetings of the committee on a schedule determined by the committee and the Vice President. Each Chair will communicate the committee’s progress with the Vice President on a regular basis.

**Article XI: Elections**

**Section A: Candidates**

* + All members of the Club are eligible for any officer position given he/she has a cumulative GPA of 2.0 or higher.
	+ Nominations will be made and accepted the week prior to the meeting in which elections are to be held.
	+ Nominations may be made by the individual candidate or can be initiated by other club members.
	+ Nominees may accept or decline nomination.

**Section B: Procedures**

* + Every position will be elected once a year. All positions will be elected by the end of March of the spring semester.
	+ Nominees will be given an opportunity to present a brief speech before voting begins for each officer position.
	+ At the conclusion of speeches the floor will be open for comments or vouches from present members for the position being voted upon.
	+ Voting will begin with the President, followed by Vice President, Treasurer and all other officers.
		- Candidates will have the opportunity to slide down to the next position.

**Section C: Selection of Officers**

* + The President and Advisor will monitor election procedures.
	+ Special Elections, to fill new or vacant positions, may be held when necessary.
	+ Vote will be conducted by a private ballot at the election. Absentee voting is allowed by a majority officer vote.
	+ The election will only be considered valid with a minimum of 51% Club participation.
	+ The candidate receiving the greatest number of votes shall be elected. In the event of a tie, the President shall cast a vote to resolve the tie.
	+ Should an office other than President be vacated, a special election shall be held consistent with the aforementioned procedures.
	+ A member may only hold one Cabinet position.
		- Per university rules members may not be elected President or Treasurer if they currently hold those positions in another university club.
	+ If a person is running for a position unopposed, a vote of confidence can be called to elect him or her to the position without the use of a secret ballot.
	+ All dues-paying members present may vote, unless you are in the running for the position being voted upon.

**Article XII: Finances**

**Section A: Dues**

The Treasurer collects dues each semester. Dues of $20 per member per semester is transferred into the Club

account. These dues contribute to Club events and activities. These are mandatory dues. The Club may collect social dues for club social functions. Social dues are not mandatory. Extra social dues can be collected upon legislative body vote. All social dues will be collected by the Treasurer. No refunds of Club dues will be paid. 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, without extenuating circumstances.

**Section B: Budget**

* Treasurer leads collaboration with the officers to create a restoration estimation before beginning a project and submits the estimate for club approval by a majority vote of dues-paying members.

**Section C: Expenditures**

The Cabinet, when following the club approved estimate, does not need any further approval of club members to spend club money. To reallocate club funds, on a major scale, a meeting must be held where the new budget must receive a majority vote in order to pass.

**Article XIII: Amendments to the Constitution and Ratification**

**Section A: Proposal**

The current presiding officer team is to review the constitution on a yearly basis and make amendments as needed. The amendments must be presented to the club at an official meeting with a 75% majority vote to follow. Amendments must be posted immediately after presentation. Posting must detail current language, proposed language and purpose for the change or addition.

**Section B: Ratification**

Once in its final form, the amendment must be approved by 75% of all dues-paying Club members after the proposal presentation. The ratification must be done in a formal club meeting. The constitution shall become effective upon ratification and shall supersede and make void any previous constitutions. The Secretary shall then be responsible for adding the amendment to the constitution and prompt submission of an updated constitution to Student Organizations.