

COLLEGE OF DESIGN ART CLUB AT IOWA STATE UNIVERSITY

CONSTITUTION

OCTOBER 21, 2025

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1 ARTICLE ONE – Name

- § 1. Name: This body shall be officially known and designated as “College of Design Art Club at Iowa State University”; or, “CODAC” when abbreviated

2 ARTICLE TWO – Purpose and Governance

- § 1. Purpose: The purpose of CODAC is to encourage and support the involvement of Design students outside of the classroom by providing opportunities for art events including lectures, critiques, field trips, workshops and sales of student works, and supporting events that promote all aspects of the Iowa State University College of Design.
- § 2. Governance: CODAC abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. CODAC agrees to annually complete President’s and Treasurer’s Training. Iowa State University CODAC does 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, or status as a U.S Veteran
- A. Meetings shall be conducted in accordance with Robert’s Rules of Order, when a quorum is met.
 - B. A quorum is met when at least one half of all Executive Cabinet officers and current CODAC members are present.
 - C. If a quorum is not met, meetings will be conducted by consensus.

3 ARTICLE THREE – Membership

- § 1. Eligibility:
- A. All students currently enrolled and registered in the College of Design shall be members of CODAC
 - B. Any former students of the College of Design may continue membership with CODAC.
 - C. Any such student in attendance at regular meetings of CODAC shall be considered a *participating member*, except when removed pursuant to the procedures set out in Article Three, § 2
 - D. Participating members of CODAC may serve in the Executive Cabinet (Article Four)
- § 2. Voting:
- A. Participating members shall be eligible to vote in elections
 - B. Only Executive Cabinet members may vote on all other CODAC business
- § 3. Removal:
- A. Any member of CODAC may be prohibited from participating for the remainder of the current academic term
 - B. Upon valid motion for removal of participating status, the President shall:
 - i. Request the participating member in question exit the meeting
 - ii. Conduct a closed session including all other participating members, for the purpose of presenting arguments for and against removal of the participating member in question
 - iii. Conduct a secret ballot on the motion
 - C. A two-thirds majority vote by all participating members shall be sufficient for removal

4 ARTICLE FOUR – Executive Cabinet

§ 1.

Eligibility:

- A. Participating members are eligible to become elected officers of the Executive Cabinet pursuant to the following requirements:
 - i. 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 students, the minimum GPA is 2.00. In order for this provision to be met, at least twelve hours (full-time credits) must have been taken for the semester under consideration
 - ii. Be in good standing with the university and enrolled: at least full time (twelve 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
 - iii. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (i) and (ii)
 - iv. Officers are limited to one position within the executive cabinet

§ 2.

Officers of the Executive Cabinet:

B. Required Officers

- i. President
 - 1. Risk management including:
 - [a] help minimize potential risks for club activities,
 - [b] recommend risk management policies or procedures,
 - [c] to submit documentation to ISU's Risk Management Office
 - [d] to ensure that proper waivers and background checks are on file with Risk Management for events (if applicable).
 - ii. Vice-president
 - iii. Secretary/Publicity
 - iv. Treasurer
- C. Additional Officers
- i. Additional cabinet positions may be established by majority vote of the participating members of CODAC

§ 3.

Elections:

- A. Any participating member of CODAC may seek election to the Executive Cabinet, pursuant to the requirements of Article Four, § 1
- B. Elections for the position of President and all other cabinet positions shall be held in late August or early September
 - i. Notice for annual officer elections must be presented to all Design College students at least twenty four hours prior
 - ii. After a slate of officers is determined during a meeting, there will be an election during that meeting and any candidate receiving a majority vote (by hand count) for a position will be declared the winner.

- C. Upon impeachment or resignation of any Executive Cabinet officer except the President, the President shall schedule an election for that position at his or her discretion
- D. Upon impeachment or resignation of the President, the Vice President shall schedule an election for the position of President at the earliest possible date

§ 4. Term of Office:

- A. All executive terms of office shall terminate when annual elections are held , unless a student officer graduates in which case a special election will be held to fill that position.

§ 5. Impeachment:

- A. Any Executive Council officer, or the Advisor may be impeached by the participating members of CODAC in cases of:
 - i. Failure to perform duties as required
 - ii. Conduct unbecoming a member of CODAC
- B. Upon valid motion for impeachment, the President (or Vice President, when the President is impeached) shall:
 - i. Request the targeted officer exit the meeting, if present
 - ii. Conduct a closed session including all other participating members, for the purpose of presenting arguments for and against removal of the participating member in question
 - iii. Conduct a secret ballot on the motion
 - iv. The accused may not be present during the final vote.
- C. A two-thirds majority vote by all participating members shall be sufficient for conviction and removal of executive officer, or Advisor
- D. Replacement of a removed Advisor will be at the discretion of the Executive Council; any replacement Advisor will need to be voted into that position.

§ 6. Duties of Executive Officers and Advisor:

- A. All executive officers must attend all CODAC meetings, except when a request for absence is received in advance of the meeting and approved by the President.
- B. The duties and responsibilities of each Executive Officer shall be delineated as follows:
 - 1. President
 - a. Preside over all meetings
 - b. Represent organization on campus
 - c. Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and Student Engagement
 - d. Maintain communication with organization adviser
 - 2. Vice-president
 - a. Preside over meetings in the absence of the President
 - b. Schedule meetings/events with appropriate University offices
 - c. Coordinate organization promotion and publicity of events
 - 3. Secretary/Publicity
 - a. Maintain an accurate record of all organization meetings and post for members
 - b. Maintain membership directory

- c. Correspond when necessary with University administration and other recognized organizations
 - d. Develop posters and other media to advertise CODAC activities
4. Treasurer
- a. Maintain accurate record of organization transactions
 - b. Develop organization budget and present to membership for $\frac{3}{4}$ vote
 - c. Cosign organization checks along with the Adviser
 - d. Arrange fundraising opportunities for the organization
 - e. Association in conjunction with the President
5. Adviser
- a. Maintain communication and meet with officer(s) regularly
 - b. Awareness and approval of financial expenditures
 - c. Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and Student Engagement
 - d. Dates of Election/Appointment and Method: The term for the adviser will be one full year (from August to August). 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

7 ARTICLE FIVE – Finances

- § 1. General Statement: 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. There are NO DUES attached to membership in CODAC.
- § 2. Funding Eligibility:
- A. Discretionary Account Eligibility
 - B. Affiliate Member Organizations
 - i. Affiliate member organizations may not receive funds from the Design Council
- § 3. Appropriations Requests:
- A. Requests must be submitted to the Treasurer and presented to the CODAC officers at least one week prior to being considered
 - B. Request must contain an itemized budget
 - C. No request shall be approved unless it is demonstrated that the request will result in a broad-based benefit for the entire organization or for the College of Design overall

8 ARTICLE SIX – Strategic Planning

- § 1. In September of each academic year CODAC, shall conduct a special strategic planning meeting. At this meeting, CODAC shall adopt an action plan for the remainder of the academic term. This plan should identify specific CODAC goals and initiatives.

9 ARTICLE SEVEN – Amendments and Ratification

- § 1. Amendments: Amendments to this constitution must be submitted in writing at a regular meeting of the organization. Said amendment(s) will be voted on at a subsequent meeting. In order to adopt the amendment, a vote of 2/3 of CODAC voting members present is necessary. Amended constitution will be submitted within 10 days to Student Engagement for approval.
- § 2. Ratification: This constitution shall become effective upon approval by a 3/4 vote of the membership. Ratified constitutions must be submitted to Student Engagement within 10 days for final approval.