### **Article I Name:**

The name of this organization shall be Marine Biology Club at Iowa State University.

### **Article II Purpose:**

The goal of the Marine Biology Club is to educate and create a community for students at Iowa State University interested in topics concerning marine biology. The Marine Biology Club strives to achieve this goal by inviting guest lecturers to meetings, organizing field trips to nearby zoos and aquariums, and other social events.

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

Marine Biology Club abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. Marine Biology Club agrees to annually complete President’s Training, Treasurer’s Training and Adviser Training (if required)

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

Iowa State University and Marine Biology Club 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:**

Membership shall be open to all registered students in good standing at Iowa State University*.*

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

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 Marine Biology Club, [c] to submit documentation to ISU’s Risk Management Office 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)

### **Article VII Officers:**

The Marine Biology Club officers and duties include:

1. President:

i) Oversees the officers and other club members

ii) Plans and runs club meetings

iii) Organizes and oversees guest lecturers

iv) Operates as the risk management officer

1. Treasurer:

i) Manages club funds

ii) Manages and collects club dues

iii) Takes attendance at club meetings and events

iv) Runs the meeting in the president’s absence

1. Secretary:

i) Takes notes and minutes for each club meeting

ii) Sends regular emails to club members to remind them of meeting times and emails updates on club events to club members

1. Fundraising Chair:

i) Organizes club fundraisers

1. Trips Chair:

i) Organizes club trips

1. Social Chair:

i) Maintains the club’s social media handles

ii) Spreads the news around campus about club events

iii) Organizing club social events

All officers are expected to attend every club and officer meeting unless they have a valid excuse (e.g. a class is scheduled during a meeting time, serious illness, etc.).

The officers of this organization must also meet the following requirements:

(i) 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.

(ii) 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 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.

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

Method of election of officers:

Officer terms will last from the fall semester following their election to the following spring semester. Officer candidates will submit their names to the current executive and be placed on the candidate list for the next term. Officers shall then be elected by a simple majority vote at the end of the spring semester prior to their term. Prior to election, officer candidates will be allowed a short speech demonstrating their abilities to fulfill the position for which they are running.

Impeachment/Removal of officers

In order for an officer to be removed from office, there must be at least three complaints about unacceptable behavior or inability to fulfill their office. That officer will then have a few minutes to argue their case then be sent out of the room for a vote. In order for the officer to be removed there must be a 2/3 majority vote against them. In the event of impeachment, the officer will then be removed from officer and barred from office in future terms.

Replacement of officers:

In the event of a position being vacated, regular election procedures will be commenced. Those who wish to fill the vacancy will submit their names to the current officers and be placed on the candidate list. An election will then take place by simple majority vote.

### **Article VIII Adviser:**

Adviser Duties:

i) Oversees that officers and members are fulfilling their duties and following the Iowa State University policies and guidelines

ii) Assists the president as needed

Method of election/selection of adviser(s):

The adviser shall be selected by the officers and shall serve until the next school year, but may return at their leisure.

Impeachment/Removal of Advisers:

Advisers may be removed by three complaints of unacceptable behavior and a 2/3 majority vote. Prior to a vote, the adviser may make a brief argument in their defense. The adviser will then be sent out of the room while the vote takes place. In the event of removal, the adviser will then be removed from office.

Replacement of Advisers:

In the event of adviser vacancy, the officers will choose and approach a new adviser for the role.

### **Article IX Finances:**

Dues and other club funds will be handled and managed by the treasurer. In order to get funding for a club event, a money request must be submitted to and approved by the treasurer. If the organization is dissolved, any remaining funds will be transferred to Iowa State University to use as they see fit.

Dues will not exceed the amount of $30 a year or $15 a semester. The dues will be collected at a meeting appointed at the beginning of each semester.

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 X Amendments and Ratification:**

Any amendments to this constitution must be submitted to the officers and addressed at the next scheduled meeting. The author of the amendment must give a short speech as to why this amendment is necessary. The amendment will then be passed by a 2/3 majority vote. If the amendment is passed, there must be a prompt submission of an updated constitution and bylaws to the Student Activities Center. The amended or ratified constitution should be submitted within 10 days to Student Activities Center for approval.