### **The Constitution of Marine Biology Club**

### **Iowa State University**

### **Article I - Name:**

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

### **Article II - Purpose:**

**Section I**

The purpose of the Marine Biology Club is to enhance student’s understanding and appreciation of marine life. Marine Biology Club’s goals are to provide a welcoming environment to foster further understanding of marine biology.

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

**Section I**

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 and Treasurer’s Training.

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

**Section I**

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:**

**Section I**

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

### **Article VI - Officers:**

**Section 1**

The Marine Biology Club will have a President, Vice President, and Treasurer.

* The President shall oversee the activities of the organization, preside over all meetings, and keep files of the organization’s duties and traditions. The President’s term of service shall be one academic year.
* The Vice President shall assist the President in organizing meetings and will step in as President if the President is unable to attend meetings. The Vice President’s term of service shall be one academic year. The Vice President shall also be considered the Risk Management Officer and must:
  + 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 the Risk Management for events (if applicable).
* The Treasurer shall ensure that the organization is financially sound in accordance with the university. The Treasurer’s term of service shall be one academic year.

**Section 2**

Elections will take place annually in the month of January. During the election process each candidate will have 5 minutes to speak with club membership during a general meeting. After candidates speak, voting will occur by secret ballot. A simple majority vote by members is required to elect an officer.

**Section 3**

Impeachment or removal of an officer may be considered if an officer fails to uphold the duties of their position or commits wrongdoing against another club member. Impeachment proceedings may be initiated by a written complaint submitted to the President. If impeachment charges are being brought against the President, the written complaint should be submitted to the Vice President. To move forward with impeachment proceedings, 2/3 of executive officers must vote to continue the removal process. The officer being impeached should be notified at least 2 weeks before the general impeachment hearing. The officer will have 5 minutes to speak in front of the general membership, then a secret ballot will be held. An officer can be impeached by a simple majority vote of due-paying members.

**Section 4**

To fill an officer vacancy, a special election will be held within two weeks of the previous officer’s leave. The special election will follow the same procedures as general elections.

**Section 5**

Officers must meet the following requirements:

A. Have a minimum cumulative grade point average (GPA) 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.

B. 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.

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

### **Article VII - Adviser:**

**Section 1**

The Adviser of this organization shall attend executive meetings, maintain communication with university administration, and assist with the leadership development of the organization’s officers.

**Section 2**

The Adviser of this organization shall be selected by a unanimous decision of the executive officers.

**Section 3**

The Adviser of this organization shall serve an indefinite term length at their leisure.

**Section 4**

Impeachment proceedings for the Adviser shall follow the same format as Officer impeachment proceedings.

**Section 5**

If the Adviser position is vacant, a replacement will be appointed by the Officers.

### **Article VIII - Finances:**

**Section I**

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 Advisor to this organization must approve and sign each expenditure before payment.

**Section II**

No dues are required by staff members or student members.

**Section III**

The Treasurer is responsible for the financial affairs of the organization.

**Section IV**

Upon dissolution, state money and mandatory student fees revert back to the granting organization. Group fees should be divided as stated in the constitution and carried out by the dissolving group’s members and officers.

### **Article IX - Amendments and Ratification:**

**Section I**

A proposal to amend this constitution may be extended to Officers by any voting member of the organization. Proposals should be presented to the general membership at least one week before the vote. A constitution may be amended with a 2/3 vote of due-paying members. The amended constitution will be submitted within 10 days to Student Engagement for approva*l.*