**ISU Collegiate 4-H Constitution**

June 2013

**Article I: Name**

The club's official name shall be the Iowa State University Collegiate 4-H Club, also referred to as C4-H.

**Article II: Affiliations**

C4-H shall be affiliated with North Central Region Collegiate 4-H. We will also stay in good standing with the National Collegiate 4-H Organization. The club will maintain its association with Iowa State University Government of the Student Body and follow its bylaws.

**Article III: Purpose**

*Section 1*

C4-H shall strive to follow the national motto: "Continuing to Serve, Serving to Continue." We will serve the needs of our members, Iowa 4-H, and the students of Iowa State University and the surrounding 4-H community. We will help to build the future leaders of 4-H through experience in the 4-H program on campus and across the state, striving to benefit youth in the 4-H program. We will follow the 4-H motto of “Making the Best Better.”

*Section 2*

Collegiate 4-H abides by and supports Iowa State University policies, state and federal laws, and the local ordinances and regulations.  Our C4-H agrees to annually complete President’s training, Treasurer’s training and advisor’s training if required.

**Article IV: Membership**

*Section 1a*

Membership in C4-H is open to any ISU student or member of the public provided that at least 80% of the club membership is registered ISU students. C4-H follows the non-discrimination policy stated by the university. Prior membership in 4-H is not necessary in any way.Iowa State University and Collegiate 4-H do not discriminate on the basis of pregnancy, physical or mental disability, genetic information, ethnicity, sex, race, color, religion, national origin, age, marital status, sexual orientation, gender identity or status as a US veteran.

*Section 1b*

The officers of this 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 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).

*Section 2*

A person shall be considered "Active" once he or she has paid club dues.

*Section 3*

The Treasurer shall collect dues at the beginning of the fall semester. There will be separate dues for full year and single semester memberships. The club members at the beginning of each fall semester shall determine dues by majority vote. They shall not be less than $15.00 for a full year and $10.00 for a semester.

**Article V: Officers**

*Section 1*

The term of office for C4-H officers shall be one year, beginning and ending at the conclusion of the final meeting of the fall semester.

*Section 2: President*

The President shall:

1. Lead all club meetings and will be responsible for a written agenda

2. Be responsible for interfacing with GSB should the situation arise

3. Be responsible for the coordination of the club and officers

4. Have regular communication with the club advisor

5. Be the official representative of the club

6. Ensure that the club is making progress toward its goals

*Section 3: Vice President*

The Vice President shall:

1. Lead meetings in the President's absence

2. Reserve the rooms and meeting locations

3. Be Regional and National Coordinator

4. Maintain the club email list

5. Be member ex officio all committees

6. Carry out all risk management responsibilities—recommend risk management policies or procedures to Collegiate 4-H; submit documentation to ISU’s risk management office, and to ensure risk management procedures are implemented at all of the organization’s events.

*Section 4: Treasurer*

The Treasurer shall:

1. Collect dues

2. Work with the President to create budget for the year

3. Attend GSB mandated meetings

4. Coordinate all fundraising efforts

5. Be the holder of one of the club's P-cards

Section 5: Secretary

The Secretary shall:

1. Take and archive accurate notes of club meetings

2. Email meeting minutes to the club promptly

*Section 6: College of Agriculture and Life Sciences Council Representative*

The CALS Representative shall:

1. Attend CALS Council meetings as the ISU Collegiate 4-H Club Representative

2. Report events of CALS Council to the club

3. Plan and coordinate events in which C4-H will participate with CALS Council

*Section 7: College of Human Science Council Representative*

1. Attend HS Council meetings as the ISU Collegiate 4-H Club Representative

2. Report events of HS Council to the club

3. Plan and coordinate events in which C4-H will participate with HS Council

*Section 7: Programming Chair(s)*

The Programming Chair(s) shall:

1. Plan and coordinate community service activities

2. Plan and coordinate social meetings

3. Plan and coordinate other campus sponsored activities

*Section 8: Public Relations Coordinator(s)*

The Public Relations Coordinator(s) shall:

1. Maintain the C4-H club display

2. Plan and coordinate the C4-H Club display and booths when needed

3. Take pictures of club activities

4. Maintain the club scrapbook

5. Send email reminders to the club three days prior to C4-H meetings

*Section 9: Webmaster*

The Webmaster shall:

1. Maintain and update C4-H club website

2. Work with other officers to obtain information for the club website

3. Maintain C4-H social media accounts

4. Archive club photos digitally

*Section 10: Advisor*

The advisor shall be selected in accordance to GSB rules. He or she will dispense his or her wisdom to the club when it is needed. The advisor will maintain communication and meet with officers regularly. The advisor will be aware and grant approval of expenditures to ensure the organization is operating in conformity with standards set by Iowa State University Student Activities Center. The advisor is appointed by the ISU State 4-H office with approval by the Collegiate 4-H club by ⅔ majority vote. The advisor will hold the position unless concerns have been raised by the student organization or until new appointment by the 4-H staff. Impeachment of an advisor would need to include both Collegiate 4-H members and the Iowa 4-H Youth Development Director. The 4-H Youth Development Director must approve impeachment, removal or replacement of advisor with approval by the Collegiate 4-H club through a 2/3 majority vote. The advisor is allowed to be present and speak at the final vote.

*Section 11: Elections*

Elections shall be held at the last meeting of the calendar year. Each officer must receive a majority of eligible votes cast; otherwise, a run-off vote will follow immediately. Elections will be held using a sliding ballot in which any person not elected for an office may be automatically added to the ballot for subsequent positions. The order of election shall be the order of listing of offices in this constitution.

*Section 12: Special Elections*

A special election will be held to replace an officer that is unable to continue his or her duties for any reason. Regular election procedures will be used in this instance.

*Section 13: Impeachment or Removal of Officers*

When or if an officer must be impeached or removed, a 2/3 majority vote is required by the membership.  The officer may be present and speak at this session.  Reasons for removal or impeachment might include not meeting academic requirements as stated in the constitution or absence of more than 6 meetings during their term.

**Article VI: Meetings**

*Section 1*

Business meetings shall be held at least once a month. Quorum shall be set at one half of active members.

*Section 2*

Social meetings may be held at the club's discretion, once per month, if possible.

*Section 3*

The calendar of meetings shall be set at the first meeting of officers in each semester. The first meeting of the next calendar year shall be fixed at the time of officer elections.

*Section 4*

In the event of a lack of quorum, the President shall have the ability to make executive decision if necessity warrants. This must be done after consultations with the advisor, if possible, and with at least half of the officers' agreement. All executive decisions must be presented and explained to the club at the soonest possible time.

*Section 5*

Decisions of the club shall be made by general consent (lack of opposition) or majority vote. In cases of disagreement or ambiguity the club shall follow Robert's Rules of Order for procedure.

**Article VII: Amendments and Bylaws**

*Section 1: Amendments*

The C4-H constitution shall be amended by a super-majority vote of two-thirds of active members at two consecutive meetings.

*Section 2: Bylaws*

Changes to the bylaws shall require the super-majority of two-thirds of active members at one meeting.

**Article VIII: Adoption**

*Section 1*

This constitution shall be considered adopted after a majority vote of all active members, after unanimous approval of the officer team.

*Section 2*

This constitution will take effect immediately upon ratification.

**Article IX: Finances**

*Section 1*

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 24 hours after collection. Both the Treasurer and Advisor to this organization must approve each expenditure before payment.

*Section 2*

If the club is dissolved, all monies from GSB will be reallocated and funds of Collegiate 4-H will be donated to the Iowa 4-H Program.

**Article X: Risk Management**

The Vice President shall be responsible for ensuring that all meeting and activity locations are safe and secure with the support of the Advisor. ISU policies will be followed for any activities planned during the year.The Vice President recommends risk management policies or procedures to Collegiate 4-H; submit documentation to ISU’s risk management office, and to ensure risk management procedures are implemented at all of the organization’s events.

**Bylaws**

*Section 1: Club funding for conferences*

If a member would like to receive club funding to help him or her attend a Regional or National 4-H conference, they must be an active member as defined in Article IV, and must be a student member. They must also participate in at least one club activity that is not a business or social meeting. This rule may be waived by a two-thirds vote of the club.

*Section 2: Committees*

Ad-hoc committees will be created by either the club or at the request of the President to deal with issues as they arise.

*Section 3: Executive Boards*

The executive board shall consist of all Officers and the Advisor. They shall meet at least once a month. Officer meetings shall be open to any member who wishes to attend.