**UNICEF Constitution**

**Purpose:** The name of this organization shall be UNICEF at Iowa State University. UNICEF is a member of the UNICEF Campus Initiative, which is a growing grassroots movement rooted in a belief that college students and constituents have a vital role to play in helping the world's children survive. We work to promote UNICEF’s child survival work in over 150 countries through education of members and the community, along with fundraisers to advocate for the work UNICEF is doing worldwide. *Our purpose is to increase awareness of current issues involving child survival and work towards a world where zero children die from preventable causes.*

**Statement of Compliance:** UNICEF agrees to annually complete President’s Training, Treasurer’s Training and Advisor Training (if required). Our organization agrees to abide by Iowa State University rules and policies as well as State and Federal laws and local ordinances or regulations.

**Membership:** Membership is open to ALL registered Iowa State University students. We do not discriminate against any group or individual.

**Non-Discrimination Statement:** Iowa State University organization UNICEF does not discriminate on the basis of race, ethnicity, sex, pregnancy, color, religion, national origin, physical or mental disability, age, marital status, sexual orientation, gender identity, genetic information or status as a U.S. Veteran.

**Officers:** All officers are elected the semester before they are meant to serve. They will be elected based off of majority rule (2/3) with a secret ballot. They will be active for the entirety of the ISU school year.

*President:* The President of UNICEF will be in charge of leading the organization towards achievement of all of the goals for the year, presiding effectively at club meetings, organization and directing work for the various committees, resolve conflicts within the club, and communicate all club goals effectively with all members.

*Vice President:* The Vice President must be as knowledgeable as the President on club activities which allows them to step into the office when the president is absent or unable to serve.

*Treasurer:* In general the treasurer has two duties to fulfill. First, he or she is responsible for maintaining a constant and accurate record of all club financial transactions. This applies even if the club funds are disbursed by the school. Second, he or she is responsible for leading projects which will help improve the financial position of the club.

*Secretary:* The purpose of the secretary position is to maintain club records, keep minutes of all the club meetings, and provide updates for all members of the club.

*Risk Management:* The risk management officers will be in charge of recommending risk management policies or procedures for UNICEF, to submit documentation to ISU’s Risk Management Office, and to ensure that Risk Management procedures are implemented at all of the organizations events.

The officers of this organization must meet the following requirements:

1. Be in good standing with the university and enrolled; at least half time (six or more credit hours) undergraduates students (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 in office.
2. Be ineligible to hold an office should the student fail to maintain the requirements above.

Impeachment/Removal of officers: If necessary to impeach an officer, all votes will be done in an anonymous manner, only after the person who is being impeached is allowed to speak. They are also able to be present during the final vote. A new officer will then be voted upon on that same day.

**Advisors:** All advisors are elected the semester before they are meant to serve. They will be elected based off of majority rule (2/3) with a secret ballot. General membership will be apart of the election process. They will be active for the entirety of the ISU school year.

*Education*-Helping research issues to educate members about global issues to present at monthly meetings. This committee will also be responsible for taking meeting minutes and sending out any necessary emails to the club.

*Fundraising-*Creating and running innovative fundraising efforts like working with NORML to fundraise in reserving Panda, Orange leaf, and other business fundraisers. The Treasurer will be head of this committee and the committee will also assist in those tasks.

*Event Management* -Planning and running logistics of events, reserving and doing paperwork for locations. This should be the largest committee.

*Public Relations*-Creatively advertising and letting Iowa State know who we are and encouraging people to come to join, Creating and distributing flyers across ISU for upcoming events. Distribution must be complete MINIMUM 3 weeks before an event. This committee will also coordinate any social events with other clubs.

The advisers of this organization must meet the following requirements:

1. Be in good standing with the university and enrolled; at least half time (six or more credit hours) undergraduates students (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 in office.
2. Be ineligible to hold an office should the student fail to maintain the requirements above.

Impeachment/Removal of advisers: If necessary to impeach an advisor, all votes will be done in an anonymous manner, only after the person who is being impeached is allowed to speak. They are also able to be present during the final vote. A new advisor will then be voted upon on that same day.

**Finances:** 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. All funds must be deposited within 48 hours after collection. The Adviser to this organization must approve and sign each expenditure before payment.

***This constitution may be amended and subsequently ratified at any time, with the unanimous approval of the President, Vice President, and Treasurer and with a simple majority of the membership, not counting abstainers. Members will be given one week to consider amendments. Ratified amendments to this constitution must be submitted to the Student Activities Center within 10 days.***