

Iowa State University
Hixson Student Board

Constitution

The **Hixson Student Board** will abide by Iowa State University rules and regulations, state and federal laws.

Article I: Name

The name of this organization shall be Hixson Student Board.

Article II: Purpose

The Hixson Student Board is a student organization which works with the Hixson Program administration in order to:

1. Serve as the primary student voice for the Hixson Program, offering structured input and feedback to administration to help the program adapt to meet Hixson students' current and future needs.
2. Foster a strong, inclusive community among Hixson Scholars by organizing and hosting various activities that encourage academic excellence, personal growth, and social connection.
3. Provide social, academic, and service-oriented programming and activities for Hixson students, including but not limited to workshops, networking events, community service projects, and recreational gatherings, with specific needs determined by the Executive Committee.
4. Develop leadership potential within the Hixson Scholar community by providing opportunities for students to serve on the Executive Board and lead initiatives.
5. Secure financial resources through continuous and ethical fundraising efforts to support the organization's mission and programming, ensuring all activities are accessible to members.

Article III: Statement of Compliance

Hixson Student Board will follow local ordinances and guidelines and agrees to annually complete President's training, Treasurer's Training, and Advisor's Training (if required).

Article IV: Non-Discrimination Statement

Iowa State University and Hixson Student Board 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, or status as a U.S Veteran.

Article V: Membership

Section One: Eligibility

1. Membership includes all students who are registered at Iowa State University and are recipients of the Christina Hixson Opportunity Award Scholarship members of the ISU Hixson program.
2. Only students who are in the Hixson Program and able to fulfill their duties for the duration of the elected term are eligible for office.
3. 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.
4. 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.
5. Students will be ineligible to hold an office if they fail to meet the requirements prescribed in (1-4).

Section Two: Application and Elections

1. Hixson Student Board applications will be due by the first week of April of the spring semester. Board members will be selected using the slide voting method, which is defined in Article V. The next year board members will be notified of their positions no later than three weeks before the end of the semester. Any current board members who wish to hold a position on next year's board must re-apply.
2. First-Year Class Representative applications will be made available the within the first two months of the fall semester and will be due one week after the application was made available. The candidates will be interviewed during the week after the application due date and will be interviewed by no less than three board members. Interviewers will fill out an interview notes sheet which will be attached to the application. Following the interviews, the board will vote. Offers should be made to the First-Year Class Representatives by the end of that week.

Section Three: Elected Members

1. Newly elected members are required to have a transition meeting with the board member they are replacing. Transitional meetings will include defining roles and responsibilities of the position as well as answering any questions that may arise.
2. Elected terms last for one calendar (1) year starting at the end of the spring semester.

Section Four: Vacant Positions

1. Positions become vacant when a member resigns or is no longer fulfilling their duties. Duties are defined as such in Article IV. A member who is not fulfilling their duties will have their case brought up before the board and voted on before losing their position.
2. Officers and advisors may be removed by a 2/3 majority vote during impeachment proceedings and are allowed to attend the proceeding.
 1. President or Vice President will lead the impeachment meeting with the board by motioning for impeachment.
 2. Another member shall second that motion and the impeachment process shall begin.
 3. The floor opens for discussion, with the board members speaking upon how the respondent is neglecting their duties and responsibilities.
 4. The respondent can create a motion to reconsider the impeachment and shall be given opportunity to explain themselves.
 5. Impeachable offenses include but not limited to misuse of Hixson Student Board funding, criminal behavior or misconduct, violation of club rules and university policies, failure to uphold positional Hixson Student Board duties.
 6. Impeachment proceedings for the Advisor shall follow the same format as Officer impeachment proceedings.
 7. In the case of the Hixson Student Board voting to remove the current advisor, the president will bring the decision to either the Hixson Program Director or their supervisor. Upon removal, the supervisor and president will determine the advisor's replacement.
3. To fill a vacant position an applicant will be voted on by the board. Preference will be given to residing student board members.

Article VI: Risk Management

The role of the risk management officer, also serving as the vice president, is: [a] to recommend risk management policies or procedures to Hixson Student Board, [b] to submit documentation to ISU's Risk Management Office, [c] to ensure that Risk Mgt. procedures are implemented at all of the orgs. events, and [d] ensure proper waivers and background checks are on file with Risk Management for events (if applicable).

Article VII: Structure

Section One: Executive Members

1. The executive committee shall consist of a program advisor and eleven selected positions: President, Vice President, Secretary, Treasurer, Programming Co-Chairs, Fundraising Chair, Programming Chair, Publicity Chair, First-Year Class Representatives, and Intramural Chair. Cabinet members may hold more than one position if need be.
 1. **Advisor:** Advise the student Board and approve any financial transactions. The advisor serves their term as appointed by the Hixson Program Staff upon staffing changes in the department. Hixson Program's full time staff member always fills the advisor position—there should never be a vacancy. They shall serve for the duration of their Hixson Program employment.
 2. **President:** Organize agendas, run meetings, and attend weekly meetings with the Hixson Student Board Advisor. The President and/or the Vice President will report to Hixson staff. The President must have been a past executive board member.
 3. **Vice President:** Run meetings in the absence of the president. The President and/or the Vice President will report to Hixson staff. In special circumstances, plan and organize events or activities. The Vice President will serve as the Risk Management Officer and will oversee all risk management responsibilities. Duties of the Risk Management Officer are to recommend risk management policies to Hixson Student Board, to submit documentation of ISU's Risk Management Office, and ensure that Hixson Student Board's Risk Management Policy is implemented at all events. The Vice President must have been a past executive board member.
 4. **Treasurer:** Work with the executive members and the advisors to assemble an overall budget and present it to the Hixson program, keep record of Hixson Student Board funds, deposit all money received for the organization, and assist in budgeting for each event.
 5. **Secretary:** Keep and make public the minutes of Hixson Student Board meetings, maintain a secretary's log, and organize mailings as directed by Hixson Student Board.
 6. **Programming Chairs:** Plan and organize Hixson Student Board programs, organize events, coordinate with other board members to help other chairs when needed, encourage attendance and participation at Hixson Student Board programs, and coordinate with the publicity chair.
 7. **Fundraising Chair:** Organize and manage board fundraising efforts, including communication between board and company, event registration and set-up, recruitment of a sufficient labor force, and post-event communication regarding funds raised. Actively plans and tracks annual budget in collaboration with board President and Treasurer.
 8. **Community Service Chair:** Actively seeks community service opportunities for board and organizes logistics of event execution, including member recruitment, any necessary transportation, and any other necessities.
 9. **Publicity:** Publicize Hixson Student Board meetings, social events, and other activities, write up a blurb for each event to be added to the Hixson newsletter, and submit budgets to the treasurer. Update and maintain the Hixson Student Board social media online presence. Provide photographs to be used in publicity and on the website. Keep and update list of executive board and email addresses.
 10. **Intramural Chair:** Plan and organize athletic/intramural events for Hixson students, including prizes as needed, and submitting budgets to the treasurer.
 11. **First-Year Class Representatives (2):** There will be two students who represent the first-year class. They will serve as a liaison between. Encourage attendance and participation at Hixson Student Board programs.
2. Duties required by all executive members include, but are not limited to the following:
 1. Have one or fewer unexcused absences to Hixson Student Board meetings. If a member

is going to miss a meeting, they must inform the President or Vice President, and the

Secretary a minimum of (24) twenty-four hours prior to the meeting. In the case of an emergency, this can be bypassed.

2. Attend all required Hixson Student Board events.
3. Be familiar with the Constitution.

Article VIII: Voting

1. Standard voting will be done during a designated schedule meeting of the student board. 80% of the Hixson Student Board must be present in order to vote. A vote will pass by a (2/3) two-thirds vote.
2. Board positions will be filled using a selection process that begins with a digital application that will be reviewed by current board members. In person interviews will be held in April and all data will be used to select board positions for the following years. Any student who was not selected for the position will slide down into the other positions for which they listed as a preference. Should board members return for another year, advisors will have input on board position selections. All new members will attend a transition meeting during April to prepare for the next academic year.

Article IX: Finances

Section One: Financial 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 Advisor to this organization must approve and sign each expenditure before payment.

Hixson Student Board will remain completely independent of Hixson Program funding through continuous fundraising efforts managed by the Fundraising Chair. An annual budget will be created by the Treasurer and Fundraising Chair, outlining anticipated expenses matched with the necessary amount of fundraising efforts based on the previous year's expenses and revenues. Estimated expenses and revenues will be updated to correct amounts upon incurrence to determine any necessary changes in fundraising activities.

Section Two: Dues

There are no dues to be paid in order to be a member in this organization.

Article X: Amendments and Ratifications

1. This Constitution supersedes all previous constitutions of the Hixson Student Board.
2. Amendments to this constitution must be presented and discussed during a meeting of the student board. Amendments may only be passed through voting.
3. This Constitution must be re-ratified every year.
4. Upon ratification of amendments or the annual re-ratification of this document, the updated constitution must be promptly submitted to Student Engagement within 10 days.

Article XI: Issues Not Addressed

Any issue not addressed by this constitution shall be discussed and voted on by the student board according to the voting policy.